



Each company, no matter what the size, should evaluate the elements of its product safety program. The following checklist can help you in evaluating your product design efforts. Does your company:

Have a design review program with written procedures?

Yes No.

Designate specific positions including product managers, with responsibility for design-loss prevention?

Yes No.

Have a design review committee?

Yes No.

Have written procedures for the development of specifications, and procedures that assure that specifications are accurately embodied in designs?

Yes No.

Have procedures for construction and testing modes and prototypes?

Yes No.

Take labeling considerations into account in designing products?

Yes No.

Take into account the intended and unintended operators or users of the device?

Yes No.

Consider risks that could be associated with the device, including risks arising from unapproved uses and misuse?

Yes No.

Assure full consideration of safety features that prevent product misuse?

Yes No.

Assure that any decision not to include a safety feature is fully justified and documented in records?

Yes No.

Design products so that any malfunctions will be obvious and easy to detect?

Yes No.

Address the issue of what materials, components, equipment, and software should be used in manufacturing the device?

Yes No.

Have written procedures for evaluating design changes in light of loss-prevention concerns?

Yes No.

Have procedures that assure designs comply with applicable mandatory and voluntary codes and standards?

Yes No.

Study competing products and available technology to assure that designs meet at least industry standards if not the state-of-the art?

Yes No.

Have a program to assure that designs developed outside the company are evaluated from a loss-prevention perspective?

Yes No.

Thoroughly train all employees involved in safe design, and educate them about loss-prevention procedures and concerns?

Yes No.

Have a program for subsequent monitoring of designs, including continued research and testing and review of new information?

Yes No.

Fully document all design decisions, and keep adequate records that will help defend your decisions in the event of a claim or lawsuit?

Yes No.