

Warehouse Hygiene checklist

Transport & Logistics

CLEANLINESS CHECK ON ASSEMBLY AREA

Bulk area clean and well presented?

☐ Yes☐ No☐ NA

Were the products in bulk area kept in an accessible manner?

☐ Yes☐ No☐ NA

Pick grind clean and tidy?

☐ Yes☐ No☐ NA

Was there any old pallets / red bins in the loading area ?

☐ Yes☐ No☐ NA

Post area clean and tidy?

☐ Yes☐ No☐ NA

Storage location products were well presented?

☐ Yes☐ No☐ NA

Was the Pick mezzanine clean?

☐ Yes☐ No☐ NA

Was the transit area clean and well presented?

☐ Yes☐ No☐ NA

EARLIER REPORTS AND ACTION

All earlier reported safety concerns addressed?

☐ Yes☐ No☐ NA

Hygiene related issues corrected?

☐ Yes☐ No☐ NA

All procedural queries resolved from previous report?

☐ Yes☐ No☐ NA

ENTRY AND EXIT

Was there any Goods in walkways?

☐ Yes☐ No☐ NA

Were the Pick grid / post area free fom any obstructions ?

☐ Yes☐ No☐ NA

Was the Pick mezzaine free from any obstuction?

☐ Yes☐ No☐ NA

Garage / returns area clear?

☐ Yes☐ No☐ NA

Was there wany broken tools and new defective mezzanine?

☐ Yes☐ No☐ NA

Were all fire exits clear / correctly labeled ?

☐ Yes☐ No☐ NA

PRODUCTS

Were the products presented safely?

☐ Yes☐ No☐ NA

Products stored in a manner to reduce damage?

☐ Yes☐ No☐ NA

Were the products divided and labeled as - damaged, non conforming, good stock and overs / unders

☐ Yes☐ No☐ NA

RETURNS /BT/ NDT

Were the Products categorised and tagged?

☐ Yes☐ No☐ NA

SECURITY

Any on shift report related to safety?

☐ Yes☐ No☐ NA

All safety concerns solved?

☐ Yes☐ No☐ NA

