

Warehouse Inspection Checklist

Manufacturing

AUDIT VERIFICATION

Signature of the Auditor

SIGNATURE

Signature of the SOM

SIGNATURE

COLD STORAGE

Are the doors of the chiller well maintained?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the chiller floors free of dirt?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Is the storage well managed and easily accessible?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Is hearing protection easily available?

Safe

At Risk

NA

EQUIPMENT & MACHINERY

Is all the equipment in good working condition?

Safe

At Risk

NA

Please upload a relevant picture

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Is the area around the machine clean?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the fixed guards secured with nuts and bolts?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are interlocks working properly?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are all the electrical sockets working properly?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are any damaged cables seen?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Is any equipment with sharp edges seen?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are all the emergency stops buttons functioning properly?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are any damaged isolation switches seen?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are all the pre checks been performed?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are there any compressed air leaks?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are ladder tags seen with all ladders/step ladders?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

If a machine is being cleaned, has it been locked correctly?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

FACILITIES

Is the area well lit?

Safe

At Risk

NA

Are the washing areas clean?

Safe

At Risk

NA

GENERAL

Area Id

Location

Inspection area

Is the hand wash area clean?

☐ Yes ☐ No ☐ Na

Does the area have soap and single-use napkins?

☐ Yes ☐ No ☐ Na

Is sanitizing solution available in all areas?

☐ Yes ☐ No ☐ Na

Is sanitizer concentration as per the need?

☐ Yes ☐ No ☐ Na

Is hand sanitizer stocked up?

☐ Yes ☐ No ☐ Na

Is hand wash direction displayed?

Yes

No

Na

Is hand washed properly?

Yes

No

Na

Is everyone wearing gloves?

Yes

No

Na

Are employees wearing a hair covering caps?

Yes

No

Na

Is the hand wash sink used for washing hands?

Yes

No

Na

Are nails trimmed and clean?

Yes

No

Na

Are employees wearing minimal accessories or jewelry?

Yes

No

Na

Are employees eating and drinking in the work area?

Yes

No

Na

Are employees wearing a proper uniforms?

Yes

No

Na

Are employees covering their faces while sneezing or coughing?

Yes

No

Na

Are all wearing proper PPE?

Yes

No

Na

Are injuries properly bandaged?

Yes

No

Na

Are proper industry shoes worn?

Yes

No

Na

Are eye protections worn if necessary?

Yes

No

Na

Are industry gloves worn when dealing with heavy items?

Yes

No

Na

GENERAL STORAGE

Is the racking system secured?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Is the base protection button intact and properly placed?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the loading signs placed appropriately?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the pallets safe and in stable condition?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the empty pallets seen stacked safely?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the warning signs in place?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

GRID

Are any reach trucks been seen on the grid?

Safe

At Risk

NA

Please upload a relevant picture

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Are pallets being used to block the yellow routes on the grid?

Safe

At Risk

NA

Please upload a relevant picture

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Is the housekeeping on the grid proper?

Safe

At Risk

NA

Please upload a relevant picture

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Are any staff members seen walking across the grid?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are ppt and lolop seen driving across the grid?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the staff members seen working in pallet lane while loading and unloading?

Safe

At Risk

NA

Please upload a relevant picture

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HAZARDOUS SUBSTANCES

Is all the material properly secured and stored?

Safe

At Risk

NA

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Is original label seen with containers that are being used for decanting?

Safe

At Risk

NA

MANUAL & MECHANICAL HANDLING

Are good manual handling techniques being followed?

Safe

At Risk

NA

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Is the staff using manual handling aids?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the wheels clean and free of debris?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Is the staff lifting anything above the height of their shoulders?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

PROVISIONS FOR FIRE AND EMERGENCY

Are all the fire exits free from obstacles?

Safe

At Risk

NA

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Is there any combustible material seen stored in or around the building?

Safe

At Risk

NA

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Are all the fire extinguishers easy to access, in date, placed correctly and fully loaded?

Safe

At Risk

NA

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Are the emergency spill kits available and appropriately stocked?

Safe

At Risk

NA

Please upload a relevant picture

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Are all the fire alarm call points obstacle free?

Safe

At Risk

NA

Please upload a relevant picture

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Are the fire registers completed and up to date?

Safe

At Risk

NA

Please upload a relevant picture

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Is the staff wearing Hi Vis vest, wherever needed?

Safe

At Risk

NA

Please upload a relevant picture

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In charging areas, are gloves, aprons and eye protection equipment provided?

Safe

At Risk

NA

Please upload a relevant picture

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Are the soles of the safety footwear in good condition?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Are the safety gloves being worn by the staff in good condition?

Safe

At Risk

NA

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Is hearing protection being worn by the staff, in mandatory hearing protection areas?

Safe

At Risk

NA

Please upload a relevant picture

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SIGN OFF

Employee interviewed

Supervisor of the unit -name

Supervisor of the unit -signature

SIGNATURE

Date

DATE

2017-01-01

WORKPLACE SAFETY

Is the floor clean and free from slipping hazards?

Safe

At Risk

NA

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Are walkways clean and free from slipping hazards?

Safe

At Risk

NA

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Are the loading bays clear and well maintained?

Safe

At Risk

NA

Please upload a relevant picture

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Is the floor free from any kind of containers, cartons or boxes?

Safe

At Risk

NA

Please upload a relevant picture

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Is the cleaning equipment readily available?

Safe

At Risk

NA

Please upload a relevant picture

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Are all the workstations well organized?

Safe

At Risk

NA

Please upload a relevant picture

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Are workplace transport practice being followed?

Safe

At Risk

NA

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Is the waste material being properly segregated?

Safe

At Risk

NA

Please upload a relevant picture

UPLOAD

Did you observe waste being overflown?

Safe

At Risk

NA

Please upload a relevant picture

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WORKPLACE TRANSPORT

Are everyday pre checks being performed?

Safe

At Risk

NA

Is the battery room clean and properly organized?

Safe

At Risk

NA

Please upload a relevant picture

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Are all the users carrying appropriate authorisation?

Safe

At Risk

NA