**Inspection Template – Purchasing / Warehouse / Receiving**

**Name(s) of Inspector(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location Inspected:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date & Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **General** | **Yes** | **No** | **Recommended action** |
| Floors: clean, dry, free from debris, clutter and trip hazards |  |  |  |
| Signs are posted when floors are wet |  |  |  |
| Aisles are unobstructed |  |  |  |
| Stairwells adequately lit |  |  |  |
| Follow-up with supervisor |  |  |  |
| Corrective action taken |  |  |  |
| **Environment** | **Yes** | **No** | **Recommended action** |
| Temperature and humidity adequate |  |  |  |
| Air quality adequate |  |  |  |
| Ventilation |  |  |  |
| Noise levels appropriate, signs indicting hearing protection required where noise levels are high |  |  |  |
| Workers trained in use of personal protective equipment (PPE) |  |  |  |
| **Fire Protection and Warning Systems** | **Yes** | **No** | **Notes** |
| Emergency lighting: adequate lighting, tested, and record of annual inspection |  |  |  |
| Portable fire extinguishers: appropriate type, readily available and inspected |  |  |  |
| Fire exit doors: good repair, unlocked, and free from obstruction |  |  |  |
| Fire/emergency alarm systems operational |  |  |  |
| Fire and evacuation plan is posted |  |  |  |
| Workers know plan |  |  |  |
| **Material Handling and Storage** | **Yes** | **No** | **Notes** |
| Materials are neatly and safely stored |  |  |  |
| Storage shelves are loaded only to capacity and heavy, items are lower. |  |  |  |
| Dock boards (bridge plates) used when loading or unloading from dock to truck |  |  |  |
| Work done above 3m follows “working from heights” policy and procedures |  |  |  |
| Step/ladders are positioned and secured safely when in use |  |  |  |