

Logo	Warehouse Inspection Checklist	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00 Page 1 of 4
	QHSE Forms	
	Organization Name	

Inspection Date: _____

Checklist Sr. #: _____

Warehouse ID		Location	
Inspected By		Approved By	

Tick (✓) the correct box below for relevant answer.

S/#	Description	Yes	No	Remarks
Layout				
1	Area is tidy and neat and clean?			
2	Storage space is available and well maintained?			
3	Floor is free of obstructions, uneven surface, and in good conditions?			
4	Opening in the flooring is covered, and barricaded properly?			
5	In-house traffic passage is marked, and segregated properly?			
Warehouse Work Environment				
1	Lighting arrangements are adequate and proper?			
2	Lighting fittings are in good condition, not damaged, and secured?			
3	Noise is within the acceptable range; noisy areas are segregated?			
4	Ventilation arrangements are made sufficient?			
5	For heat producing appliances, permanent ventilation is provided?			
6	Cooling & Heating appliances have automatic shutdown mechanism?			
Emergency Procedure & Arrangements				
1	Written emergency procedure is available on visible location?			
2	Assembly point is established on multiple locations?			
3	Emergency exit points are established on multiple locations?			
4	Emergency power backup is provided to be used during emergency?			
5	Emergency equipment is provided e.g., axe, metal bar to open doors?			
6	Fire detection and fire alert system is installed, fire alarm is audible?			
7	Firefighting equipment is provided e.g., fire extinguisher?			
8	Fire sprinkler system is installed to fight fire during emergency?			
9	Fire blankets are installed on visible locations in sufficient quantity?			
10	Fire extinguishers are installed on recommended height?			
11	Fire extinguishers are inspected, maintained, tags are available?			
12	Visitors' emergency guides are available on the site?			

Logo	Warehouse Inspection Checklist	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00 Page 2 of 4
	QHSE Forms	
	Organization Name	

S/#	Description	Yes	No	Remarks
13	Fire and emergency equipment signs are placed on site?			
14	Evacuation drills are carried out on regular basis?			
First Aid Facilities				
1	First aid room is established on site provided with full first aid kit?			
2	Portable first aid kits are available onsite?			
3	Trained, experienced first aider is available onsite all time?			
4	First aid kits are inspected regularly, removing expired items?			
5	First aid drills are conducted on regular basis?			
Sanitation Facilities				
1	Sanitation facilities are provided onsite?			
2	Fresh water for sanitation purpose is provided?			
3	Handwash station, and soap are provided onsite?			
4	Washrooms are regularly cleaned and well maintained?			
5	Sanitary water is drained safely into sewerage?			
General Welfare Facilities				
1	Dinning facilities are provided onsite for the workers?			
2	Fresh water for drinking purpose is provided onsite?			
3	Dinning area is clean, well illuminated, ventilated, and maintained?			
4	The seats are in good condition, and adjusted to the correct height?			
5	Safety posters are placed to alert others about onsite hazards?			
Manual Handling & Ergonomics				
1	Weight of 25kg or less is permissible to be lifted manually?			
2	Hoists, mechanical lifting aids are used for heavy objects?			
3	Elevated work platforms are used for handling load on height?			
4	Trolleys are used to transport objects from location to location?			
5	Stored items are placed in an order on the stable flooring?			
Environmental Issues				
1	Used items are discarded properly?			
2	Used water, liquids, lubricants are stored properly and dumped?			
3	Recycling posters are placed to alert others?			

Logo	Warehouse Inspection Checklist	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00 Page 3 of 4
	QHSE Forms	
	Organization Name	

S/#	Description	Yes	No	Remarks
4	Paper, toner, and commingle recycling bins are provided?			
Electrical Safety				
1	Electrical appliances are inspected, tested and maintained regularly?			
2	Power cords are in good condition, insulation is in good state?			
3	Plugs, sockets are in good condition, properly secured?			
4	Wires with damaged, worn off insulation are replaced timely?			
5	Circuit breakers, GFCI are installed for system/employee protection?			
6	Electrical appliances are grounded properly?			
7	Power boards are in good condition, secured, and labelled?			
8	Faulty equipment is isolated, tagged, and removed from site?			
General Warehouse				
1	Warning signs are placed to alert the workers about hazards?			
2	Procedure & manuals are available to use on specific locations?			
3	Areas are compartmented to keep the items in an order?			
4	Shelves/ vertical compartments are made of sound material?			
5	Loading Dock Edges (LDE) are marked, safeguarded properly?			
6	Loading dock gates are closed when area is not in use?			
Chemical Storage				
1	Chemicals are stored in compartmented areas?			
2	Chemicals compartments are identified and labelled?			
3	Highly Flammable Chemicals (HFC) are stored separately?			
4	Ignitions sources are not present in the chemical storage areas?			
5	Firefighting arrangements are made for chemical storage areas?			
6	Chemicals MSDS are available onsite and easily accessible?			
7	Spill containment kits are available?			
Machinery				
1	All of the machinery is in good condition, well maintained?			
2	Safe guards are available and installed on the dangerous parts?			
3	Machine operating manual is available on easily accessible location?			

Inspected By	Approved By
---------------------	--------------------

Logo	Warehouse Inspection Checklist	Doc Ref #: XYZ/IMS/QHSE/F/00 Issue Date: DD-MM-YYYY Rev #: 00 Page 4 of 4
	QHSE Forms	
	Organization Name	

--	--