



# WAREHOUSE INSPECTION CHECKLIST

<b>INSPECTOR:</b>	<b>DATE INSPECTED:</b>
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**INSTRUCTIONS:** This checklist is designed to ensure a comprehensive inspection for the warehouse. Carefully review each item and mark the corresponding checkbox for compliance or note any issues identified. Use the "Notes/Issues" section to provide additional details and actions required.

## 1. GENERAL SAFETY

Emergency exits are clearly marked and unobstructed.	Yes	No	NA
Fire extinguishers are easily accessible and inspected regularly.	Yes	No	NA
Aisles and walkways are clear of obstructions and well-maintained.	Yes	No	NA
Safety barriers and/or guardrails are in place where needed.	Yes	No	NA
Action required, if any:			

## 2. HOUSEKEEPING

The warehouse is clean, well-organised and free from clutter.	Yes	No	NA
Floors are clean and free from spills or debris.	Yes	No	NA
Waste and scrap materials are properly disposed of.	Yes	No	NA
Storage racks and shelves are stable and appropriately used.	Yes	No	NA
Flammable materials are stored in designated areas.	Yes	No	NA
Action required, if any:			

## 3. MATERIAL HANDLING EQUIPMENT

Forklifts and other equipment are in good working condition.	Yes	No	NA
Operators are trained and certified to use the equipment.	Yes	No	NA
Load capacities are not exceeded on storage racks and equipment.	Yes	No	NA
Material handling equipment is properly maintained and serviced.	Yes	No	NA
Safety devices on equipment are functioning correctly.	Yes	No	NA
Action required, if any:			

## 4. FIRE SAFETY

Fire suppression systems and alarms are operational.	Yes	No	NA
Exit routes are unobstructed and clearly marked.	Yes	No	NA
Electrical cords are tagged and checked.	Yes	No	NA
Flammable materials are clearly labelled and stored away from heat sources.	Yes	No	NA
Employees are trained in fire safety and evacuation procedures.	Yes	No	NA
Action required, if any:			

## 5. STORAGE AND INVENTORY

Inventory items are properly labelled and identified.	Yes	No	NA
Stock rotation and first-in, first-out (FIFO) procedures are followed.	Yes	No	NA
Hazardous materials are stored and handled according to regulations.	Yes	No	NA
Stock levels are adequately controlled to prevent overstocking.	Yes	No	NA
Perishable items are stored appropriately and monitored regularly.	Yes	No	NA
Action required, if any:			

**6. ERGONOMICS**

Workstations and equipment are set up ergonomically.	Yes	No	NA
Employees are trained in safe lifting and handling techniques.	Yes	No	NA
Proper lifting aids are available and used when required.	Yes	No	NA
Adjustable chairs and work surfaces are provided where applicable.	Yes	No	NA
Repetitive motion and strain risks are minimised.	Yes	No	NA

Action required, if any:

**7. SECURITY MEASURES**

Access to the warehouse is controlled and limited to authorised personnel.	Yes	No	NA
Security cameras and alarms are functioning and monitored.	Yes	No	NA
Valuable or sensitive items are stored in secure areas.	Yes	No	NA
Visitors are required to sign in and be accompanied while in warehouse.	Yes	No	NA

Action required, if any:

**8. COMPLIANCE AND DOCUMENTATION**

Warehouse permits and licences are up to date.	Yes	No	NA
Safety and training records are maintained for employees.	Yes	No	NA
Inspection reports and maintenance logs are documented.	Yes	No	NA
Material Safety Data Sheets (MSDS) are available for hazardous substances.	Yes	No	NA
Required safety posters and notices are posted conspicuously.	Yes	No	NA

Action required, if any:

**NOTES/ISSUES:** (Insert any additional notes or issues identified during the inspection)