

# Warehouse Inspection Checklist

Warehouse Name

Date

Inspector:

## INSTRUCTIONS:

This checklist is designed to ensure a comprehensive inspection of 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

Adequate signage indicating safety procedures and warnings is displayed.

Yes  No  NA

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 or guardrails are in place where needed.

Yes  No  NA

Action required, if any

### 2. HOUSEKEEPING

The warehouse is clean, well-organized, 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 panels and wiring are not a fire hazard.  Yes  No  NA

Flammable materials are 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 labeled 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 minimized.  Yes  No  NA

Action required, if any

#### 7. SECURITY MEASURES

Access to the warehouse is controlled and limited to authorized 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 the warehouse.  Yes  No  NA

Action required, if any

## 8. COMPLIANCE AND DOCUMENTATION

Warehouse permits and licenses 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]

### STATEMENT OF APPROVAL

I hereby certify that I have conducted the above inspection and that the information provided is accurate to the best of my knowledge.

Inspector's Name :

Signature :

Date :

### APPROVED BY

Name :

Signature :

Date :