Warehouse Inspection Checklist

Warehouse Name: SHARIF WOODEN PALLETS MFG. Date: 01.02.2026 Inspector: RAPHEAL ABI

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 : RAPHEAL ABI

Date : 01.02.2026

Signature :



APPROVED BY

Name : AJESH SATHYANANDAN

Date : 02.02.2026

Signature :

