



CUSTOMER
Eco Australia
100 Furniss Road
6065 Landsdale
Australia

JOB #27262		JOB REPORT	
JOB TYPE	Internal Audits	TECHNICIAN	Eco Inspections
SCHEDULED	28/06/2019 - 01:45 PM	JOB COMPLETED	28/06/2019 - 02:39 PM
SCHEDULED DURATION	01h00	COMPLETED DURATION	00h04

DESCRIPTION

Audit

Warehouse & Yard Operations

Doc No: 9.2.1.0

CONDUCT AN INSPECTION OF THE YARD. IS THE YARD NEAT AND TIDY?	Yes	IF NO, PLEASE LIST WHICH ONES HAVE NOT BEEN COMPLETED?	-
ARE THERE ANY ITEMS IN THE YARD THAT MAY BE DANGEROUS TO THE STAFF?	No	ARE THE FORKLIFT GAS BOTTLES STORED IN A SAFE SECURE AREA?	Yes
ARE THERE ANY ITEMS IN THE YARD THAT MAY BE AN ENVIRONMENTAL ISSUE?	No	ARE THERE ANY OBSTRUCTIONS IN THE FIRE DOORS?	No
CONDUCT AN INSPECTION OF THE WAREHOUSE. IS IT NEAT AND TIDY?	Yes	CHECK THE FIRE ALARM DRILLS. HAVE THEY BEEN CARRIED OUT PERIODICALLY?	Yes
ARE THERE ANY ITEMS IN THE WAREHOUSE THAT MAY BE DANGEROUS TO THE STAFF?	No	ARE ALL THE FIRST AID BOXES FULL STOCKED?	Yes
ARE THERE ANY ITEMS IN THE WAREHOUSE THAT MAY BE AN ENVIRONMENTAL ISSUE?	Yes	HAVE ALL THE SERVICE & REPAIR RECORDS BEEN KEPT UP TO DATE?	-
HAVE ALL THE MACHINE MAINTENANCE RECORDS BEEN KEPT UP TO DATE?	-	IS THERE AN UPDATED LIST OF EMERGENCY CONTACT NUMBERS ON SITE?	-
IF NO, PLEASE LIST WHICH ONES HAVE NOT BEEN COMPLETED?	Yes	HAS THE GARDEN MAINTENANCE BEEN DONE REGULARLY?	-
HAVE ALL THE PRODUCTION RECORDS BEEN KEPT UP TO DATE?		DID ANY OF THE PROCESSES ABOVE REQUIRE A CPAR TO BE CREATED?	
		DID YOU IDENTIFY ANY RISKS OR OPPORTUNITIES (PDCA)?	

SIGNATURES

Eco Australia

E'Co Australia Pty Ltd (Eco Inspections)