

WAREHOUSE CHECKLIST

Location -

Date & Time -

Nature of operation and type of cargo Storage / Handling -

Note - All the items in the checklist should indicate "Yes" for safe operation. If any item indicates 'No' then appropriate safety precautions should be advised to concerned or work may be stopped if it's posing immediate danger to the life of any person working thereat.

Sr. No.	Item	Yes	No	Remarks
1	Structural Audit of warehouse is available			
2	Sufficient open area around warehouse is available for movement of vehicles			
3	Emergency contact numbers are available			
4	Load bearing capacity of warehouse floor surface where cargo is stored/stack, displayed on wall			
5	Demarcation for movement of vehicles and cargo stores in warehouse.			
6	Fire extinguishers are available at site and are kept at least one meter away from cargo. Access to it is kept clear all the time.			
7	Fire extinguishers are inspected / tested periodically.			
8	Any provision of Hydrant point with fire Hose. If yes, then no part of hydrant system is missing			
9	First Aid Box with requisite medicines is maintained.			
10	First Aid available here' is displayed at prominent place			
11	Do not present any electrical hazard i. e. exposed/naked wires, overloading of any electrical point, missing covers or hanging of electrical fixtures, contact of any electrical connection with water/leakage, unsafe wire joints, provision of circuit breaker, etc.			
12	Smoke detector and sprinkler system is available			
13	Proper illumination in and around warehouse is maintained			
14	Proper ventilation			
15	Cargo lift (Hoist) is well maintained and periodically inspected.			
16	Safe working load should be displayed inside the hoist.			
17	Over loading tripping device installed in hoist.			
18	Shutters of hoist properly working.			

19	Cargo stored one meter away from walls and supporting pillars of warehouse building.			
20	No High stacking of bags and palletized cargo			
21	No hazardous cargo is stored			
22	Rest room for workers is available			
23	Whenever A/C unit is installed near or above door then alternate exit/escape route is available.			
24	Drinking water with filter system. Provision of cooler during summer season.			
25	Adequate facility of toilet block is available			
26	Satisfactory cleanliness is maintained			
27	Safe exit is available & it is not obstructed/locked			
28	In case of any emergency, staff is aware of nearest Assembly Point			
29	Condition of Staircase is satisfactory with handrails & non slip surface			
30	Flooring is even / not broken & present no hazard for any slipping or tripping or falling from height			
31	Is there any provision for collection of spill			
	Cargo handling vehicles and equipment's safety check list.			
	Fork Lift No.			
	Transporters Name -			
	F/L DEP No. -			
	F/L Operators Name -			
1	Marking of SWL on F/L (Refer Regulation 57)			
2	Valid license of operator			
3	Reverse horn is working or help of signaler is available [Refer Regulation 57(8)(b)]			
4	Both Side mirrors are available (Refer Regulation 40)			
5	Front and rear Head & Tail lights are working (Refer Regulation 40)			
6	No oil / fuel leakage or spillage			
7	Length of fork is more than or equal to the width / length of load its handling (Refer Regulation 40)			
8	Load chart is available with operator			
9	Method of handling of load is proper and safe			
10	Workers working thereat are wearing PPEs (Refer Regulation 73)			
11	No person is standing at blind spots in path of forklift or below suspended load or moving/passing load			

12	While carrying load vision of operator is not obstructed due to cargo. If No, then adequate help of signaler is available to guide his path. <i>[Refer Regulation 57(8)(b)]</i>			
13	Handling is not causing any road / traffic obstruction. If No, then any alternate method of handling is available. Then also, no, then all safety precautions are taken.			
14	Movement of cargo on fork is carried out in at minimum lowered position i. e. ground level <i>(Refer Regulation 40)</i>			
15	No person is standing on forklift while it is being moved			
16	Effective mechanical braking device and mechanically operated current cut-off that comes into operation automatically when the operator leaves the forklift. <i>[Refer Regulation 40(3)]</i>			
17	Operator is protected by overhead guard			
18	Tested for stability as per National Standards <i>(Refer Regulation 41)</i>			
19	Area of handling is sufficiently ventilated			
20	If handling Dangerous Goods, then spark arrester is provided on its exhaust			

Shed Sudptt ./ Labour Supervisor / Safety Inspector

Sectional Asst. Manager / Safety Officer

c. c. to the concerned departments - for information & necessary action