

Go digital today!

Convert your paper checklists into digital forms

Scan this QR code to use this paper checklist on your smartphone or tablet or visit <https://safetyculture.com/>



Information

Audit Title

Document No.

Client / Site

Conducted on



Prepared by

Location



Personnel

Offices

Bins

 Yes No N/A

Soft floors

 Yes No N/A

Hard floors

 Yes No N/A

Vertical surfaces

 Yes No N/A

Furniture / fixtures / fittings / work surfaces

 Yes No N/A

Other furniture / fittings

 Yes No N/A**Washrooms**

Bins

 Yes No N/A

Hard floors

 Yes No N/A

Vertical surfaces

Yes No N/A

Partition / cubicle walls

Yes No N/A

All surfaces

Yes No N/A

Sanitary surfaces / hand contact areas

Yes No N/A

Furniture / fixtures / fittings

Yes No N/A

Mirrors / dispensers

Yes No N/A

Consumables

Yes No N/A

Corridors / stairs / entrances / lifts**Bins**

Yes No N/A

Soft floors

Yes No N/A

Hard floors

Yes No N/A

Vertical surfaces

Yes No N/A

Furniture / fixtures / fittings / work surfaces

Yes No N/A

Other furniture / fittings

Yes No N/A

Refreshment / vending facilities

Bins

Yes No N/A

Hard floors

Yes No N/A

Vertical surfaces

Yes No N/A

Furniture / fixtures / fittings

Yes No N/A

Consumables

Yes No N/A

Dining areas / rest rooms

Bins

Yes No N/A

Soft floors

Yes No N/A

Hard floors

Yes No N/A

Vertical surfaces

Yes No N/A

Furniture / fixtures / fittings

Yes No N/A

Table tops

Yes No N/A

Mirrors / dispensers

Yes No N/A

Provided facilities (ovens / microwaves / etc.)

Yes No N/A

Consumables

Yes No N/A

Reception / prestige areas**Bins**

Yes No N/A

Soft floors - traffic lanes

Yes No N/A

Soft floors - other areas

Yes No N/A

Hard floors

Yes No N/A

Vertical surfaces

Yes No N/A

Furniture / fixtures / fittings

Yes No N/A

Other areas

Yes No N/A

Authorisation signatures

Auditor signature

 

Manager Signature

 

The templates available in our Public Library have been created by our customers and employees to help get you started using SafetyCulture's solutions. The templates are intended to be used as hypothetical examples only and should not be used as a substitute for professional advice. You should seek your own professional advice to determine if the use of a template is permissible in your workplace or jurisdiction. You should independently determine whether the template is suitable for your circumstances.