|  |  |  |  |
| --- | --- | --- | --- |
| **Company logo** | **Company name** | | |
| **SAFE FACILITIES - CHECKLIST** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** RECORD-20 |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question** | **Yes/No/ Not Applicable (NA)** | **Comments** |
| **Personnel** | | | |
| 1 | Only authorized personnel can access all areas within the facility. |  |  |
| 2 | There are restrictions on personal items brought into the facilities by the personnel. |  |  |
| 3 | Suppliers and contractors are limited to only the designated working areas. |  |  |
| 4 | Personnel access is restricted to those areas of the facility necessary for their job functions. |  |  |
| **Facilities** | | | |
| 5 | Grounds around the facility are well lit. |  |  |
| 6 | The facility is locked and secured when closed. |  |  |
| 7 | Storage areas for hazardous chemicals are secured. |  |  |
| 8 | Areas leading to the shipping dock and other doors leading to the exterior are kept closed when not in use. |  |  |
| 9 | Doors, windows, and other entry points are checked for security. |  |  |
| 10 | The facility is free of criminal or terrorist activity. |  |  |
| 11 | All products are inspected upon arrival. |  |  |
| **Materials** | | | |
| 12 | Materials are purchased only from established approved suppliers. |  |  |
| 13 | All materials are inspected upon arrival. |  |  |

Observations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_