



Housekeeping Audit Check Sheet for Warehouse

(Refer [SOP QMS-105](#))

Area Audited					Comments
Audit Date					
Week	Wk1	Wk2	Wk3	Wk4	
Office	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	
Documentation appropriately stored					
Contact lists near phones are clearly displayed, current and easily accessible.					
All personal items are stored in lockers.					
SOPs	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
SOP Files are accessible and filed alphanumerically.					
Superseded versions have been returned to QA.					



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ENVIRONMENTAL, HEALTH AND SAFETY ITEMS	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
All fire/emergency exits and stairs are clear.					
Safety signs are clearly visible					
Access paths are unimpeded					
STAGING AREA	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
Area waste bins are not overflowing.					
Waste bins are used for appropriate materials only.					
Empty pallets stored in designated area and lying flat					
Floor is free of equipment not in use.					
Floors are cleaned free of excess dust.					
No IPA bottles					
All Roller doors are closed when not in use.					



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ENVIRONMENTAL, HEALTH AND SAFETY ITEMS	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
Forklifts parked away from traffic flow with tynes lowered and keys removed when not in use					
All fire/emergency exits and stairs are clear.					
Fire extinguishers / hoses are visible and accessible.					
All fire extinguishers in test					
Safety signs are clearly visible.					
Floors are clear of spills, chemical residue and excess materials.					
Emergency stop buttons visible and accessible.					
Access paths are unimpeded.					



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Shrouding Area	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
Area waste bins are not over flowing.					
Waste bins are used for appropriate materials only.					
Empty pallets stored in designated area and lying flat					
Floor is free of equipment not in use.					
Floors are cleaned free of excess dust.					
Materials to be used for Shrouding stored in an orderly manner					
Pallets of Goods to be Shrouded correctly stored and labelled					

ENVIRONMENTAL, HEALTH AND SAFETY ITEMS	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
All fire/emergency exits and stairs are clear.					
Fire extinguishers / hoses visible and accessible.					
All fire extinguishers in test					



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Safety signs are clearly visible					
Forklifts parked away from traffic flow with tines lowered and keys removed when not in use.					
Floors are clear of spills, chemical residue and excess materials.					
Access paths are unimpeded.					

Flammable Goods Store	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
Flammable store is locked when not in use. Keys are not left in door					
Area used for storage of flammable goods only					
No storage of goods on floor					
No waste in area					
IPA bottles stored safely with correct labelling and within expiry date.					
ENVIRONMENTAL, HEALTH AND SAFETY ITEMS	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
No bin sheets on items					



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Heaviest items stored on lower shelves.					
All cardboard removed, except where necessary for goods storage. Cardboard be kept at minimum level.					
Clear access to shelving					

BULK STORE	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
All components/product /packing materials appropriately labelled and stored in allocated areas.					
All racking and storage areas are labelled clearly.					
All reject stock placed into correct storage location.					
All BPNs separated and clearly labelled.					
All Roller doors are closed when not in use.					
ENVIRONMENTAL, HEALTH AND SAFETY ITEMS	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
Forklifts parked away from traffic flow with tynes lowered and keys removed when not in use.					
All fire/emergency exits and stairs are clear.					



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Fire extinguishers and hoses visible and accessible.					
All fire extinguishers in test (including waste station).					
Safety signs are clearly visible.					
Floors are clear of spills, chemical residue and excess materials.					
Emergency stop buttons visible and accessible.					
Access paths are unimpeded.					

WASTE AREA	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
Ground area is free of waste.					
All waste is in the correct waste disposal area.					
Equipment is stored appropriately and not blocking access ways.					
Waste from laboratory is adequately labelled and segregated					



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Forklifts parked away from traffic flow with tynes lowered and keys removed when not in use.					
All fire/emergency exits and stairs are clear.					
Fire extinguishers /hoses visible and accessible.					
All fire extinguishers in test					
Safety signs are clearly visible.					
Safety equipment worn and used for appropriate tasks (ear protection/safety glasses/gloves)					
Floors are clear of spills, chemical residue and excess materials.					
Emergency stop buttons visible and accessible.					
Access paths are unimpeded.					



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AREA(S) AUDITED				
Audit Date				
Week	Week 1	Week 2	Week3	Week 4
Shift				
Auditor (Please Print Name)				
Auditor Signature				
Date				
Manager Signature				
Date				

COMPLETED FORMS ARE TO BE SENT TO TEAM QA AT THE END OF THE MONTH