

WAREHOUSE INSPECTION CHECKLIST

10-Point Floor Audit, Know Your Warehouse's True Condition in 30 Minutes

Work through each of the 10 points below, ideally while walking the floor rather than at a desk. Tick the box if the statement is TRUE for your warehouse. Tally your score at the end to understand your rating and where to act first.

SECTION A LAYOUT, ACCESS & HOUSEKEEPING

1

Aisles & Walkways Clear and Marked

Pedestrian and forklift routes are painted or taped, unobstructed, and wide enough for safe two-way traffic. Nothing is stored in a marked walkway, even temporarily.

Target: Zero obstructed aisles | Audit: Weekly walk-through

2

5S Housekeeping Score 85% or Higher

A documented and scored 5S programme (Sort, Set in Order, Shine, Standardise, Sustain) is audited weekly. Any score below 75% triggers a logged corrective action.

Target: 5S score 85% or higher | Frequency: Weekly, scores posted on the floor

3

Signage & Wayfinding Visible

Hazard signage, exit routes, zone labels, and speed limits are visible from at least 10 metres and are not obscured by racking, stock, or equipment.

Target: 100% of signage unobstructed | Review: Monthly

4

Loading Bay & Dock Safety Controls in Place

Wheel chocks and dock levellers are used on every load, dock plates are inspected, and bay markings for vehicles and pedestrians are clearly maintained.

Target: Zero dock incidents | Check: Every shift

SECTION B RACKING, EQUIPMENT & MATERIAL HANDLING SAFETY

5

Racking Inspected & Load-Rated

Racking is formally inspected by a competent person at least quarterly, and every bay displays a current load-capacity sign. Damaged racking is reported and repaired before reuse.

Target: 100% of bays load-rated | Inspection: Quarterly, competent person

6

Forklift & MHE Pre-Use Checks Logged

Every forklift and item of mechanical handling equipment has a documented daily pre-use inspection, filed and reviewed. Faulty equipment is tagged out immediately.

Target: 100% of MHE checked daily | Review: Weekly by supervisor

7

PPE Available & Worn in Required Zones

PPE appropriate to each zone is stocked, signposted, and consistently worn. Spot checks confirm compliance rather than relying on self-reporting.

Target: Zero PPE non-compliance | Audit: Monthly spot check

8

Spill Kits & Hazardous Material Storage Compliant

Spill kits are positioned within reach of every hazard zone, safety data sheets are accessible on the floor, and incompatible materials are segregated per storage requirements.

Target: Zero segregation breaches | Audit: Monthly

SECTION C FIRE, EMERGENCY & COMPLIANCE

9

Fire Extinguishers & Emergency Equipment Current

All fire extinguishers, alarms, and emergency lighting are inspected and tagged within the last 12 months, with unobstructed access at every location.

Target: 100% current tags | Inspection: Annual, plus monthly visual check

10

Emergency Evacuation Plan Posted & Drilled

An up-to-date evacuation plan is posted at every exit and break area, and a full evacuation drill has been conducted within the last six months with a written record kept.

Target: Drill every 6 months | Fire exits: Zero blocked at any time

YOUR SCORE & NEXT STEPS

Match your result to the rating below.

9-10
SCORE

EXCELLENT

Your warehouse floor is well-controlled. Focus on sustaining standards and building in continuous-improvement routines.

7-8
SCORE

GOOD

Solid foundations with clear improvement opportunities. Prioritise the 2 to 3 unchecked areas, quick wins are close at hand.

5-6
SCORE

AT RISK

Significant gaps exist. Safety incidents, compliance exposure, and inefficiency are likely building up. Action needed within 30 days.

0-4
SCORE

CRITICAL

Urgent intervention required. Safety risk and compliance exposure are compounding daily. Get in touch this week.

WHAT HAPPENS NEXT?

01

Book Your Free Discovery Call

A complimentary session where we review your checklist results, identify your top 3 quick wins, and outline a clear path to measurable improvement. No obligation.

02

Receive a Free Findings Summary

After your discovery call, we send a concise written summary of the key risks and opportunities identified, yours to keep, regardless of whether you engage us.

03

Choose Your Starting Point

Based on your score, we recommend the right service, from a focused warehouse audit to a full HSEQ compliance programme. Clear deliverables, no surprises.

Book Your Free Discovery Call Today

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