



VUL-FRM-11-05-Workshop Inspection

Site:		Date:	
Location:		Shift:	☐ Day ☐ Night
Inspection by:			
Inspection by:			

All inspections shall be delegated by the area supervisor and should be conducted by two representatives (i.e. technician and health and safety representative).

Description	Acceptable		Comment
Building and Walkways	Yes	No	
Floors safe, clean and in good condition?	☐	☐	
Are all walkways safe, clean and free of slip and trip hazards?	☐	☐	
Are the building roof/walls/shelving in good condition and meet compliance? No holes or leaks?	☐	☐	
All doors are sound and in good working condition?	☐	☐	
Offices, crib rooms housekeeping condition?	☐	☐	
Fire Extinguishers			
Are fire extinguishers clearly identifiable in the workshop with signage clear and visible?	☐	☐	
Fire extinguishers easily accessible, not obstructed and demarcation is correct?	☐	☐	
Check fire extinguishers charge, correctly tagged and in good condition?	☐	☐	
Muster Points / Safety Signs and Guards			
All employees aware of emergency procedures and muster points	☐	☐	
Ensure the muster point is clear and unobstructed?	☐	☐	
Safety notice board clearly visible and in good condition	☐	☐	
All the safety documents are sorted and keep updated.	☐	☐	
Are eye, and foot protection signs located at entrances to the workshop?	☐	☐	
Appropriate signs installed where required?	☐	☐	
All signs present and in good condition?	☐	☐	
Main switchboard and distribution boards have appropriate signage displayed?	☐	☐	
Machine guards in place and in good working condition?	☐	☐	
Demarcation			
Waste bins are located in the correct demarcated areas?	☐	☐	
Job planning boards are stowed in the demarcated areas?	☐	☐	
Parts and materials are stowed in the demarcated areas?	☐	☐	
Floor wweepers, scrubbers, Hedweld jig, forklift, scissor lifts etc are all correctly stowed in their respective demarcated areas?	☐	☐	
PPE			
Check all first aid stations to ensure they are full, clearly visible and in good order?	☐	☐	
Personal protective equipment supplied and worn where required. OBSERVE work teams?	☐	☐	
All PPE signs clearly visible and correctly located?	☐	☐	



Description	Acceptable	Comment
Lighting		
All lights working?	☐	☐
Sufficient lighting for tasks undertaken in areas i.e. portable and hand-held lighting is being used as required?	☐	☐
Lights and fittings clean and in good condition?	☐	☐
Tooling		
Out of date tooling stored in the quarantine cage?	☐	☐
Check out-of-service date on items in quarantine cages? If greater than a week old notify supervisors and record in defects found table below?	☐	☐
No PROHIBITED tooling on site, all restrictive tooling controlled as per procedure? Notify supervisor immediately if prohibitive items are found.	☐	☐
Specialised tooling / jigs available for use and serviceable?	☐	☐
Check tooling is being stored correctly and in its allocated location?	☐	☐
Inspect stands are in good condition and have correct inspection tags attached?	☐	☐
Check tool store register for items that are requiring inspection and actions are in place to inspect?	☐	☐
Check tool store register for items that have been sent for repairs or being replaced. Are these being action in a timely manner?	☐	☐
Air-conditioner equipment – check all air-con tooling and equipment condition.	☐	☐
Oxy/Acetylene/LPG (storage) – check all bottles stored and segregated correctly.	☐	☐
Oxy/Acetylene (in use) – are flash back arrestors fitted and within service dates?	☐	☐
Oxy/Acetylene (in use) – check hoses for damage.	☐	☐
Check available operation - floor sweepers, scrubbers, Hedweld jig, forklift, scissor lifts etc?	☐	☐
Hazardous Chemical Management		
Hazardous chemical storage cabinets have correct and legible signage, area free of spills and leaks and containers are not in contact with standing water (including gas cylinders)?	☐	☐
Hazardous chemical storage cabinets are segregated correctly – i.e. flammables and hazardous chemicals stored in separate cabinets.	☐	☐
Are SDS available within close proximity of chemical and flammable storage cabinets?	☐	☐
All SDSs listed on the cover sheet of the lever arch files are current and in alphabetical order?	☐	☐
Decanted containers are labelled with name, risk and safety instructions?	☐	☐
Containers properly labelled, legible, free of damage, residue, or corrosion?	☐	☐
Are all chemicals stored correctly e.g.: incompatibles segregated?	☐	☐
Lifting Equipment		
Is lifting equipment stored correctly?	☐	☐
Is lifting equipment being used correctly?	☐	☐
Check lifting equipment is in a safe condition free from any visible cracks, elongated chains or visible damage?	☐	☐
Is lifting equipment getting inspected prior to use?	☐	☐
Is the lifting equipment tagged and in the current 3-month date range?	☐	☐
Are slings free from any visible damage?	☐	☐



Description	Acceptable	Comment
Jacks - hydraulic floor jacks, belly guard jacks tagged correctly?	☐	☐
Ladders, Steps and Stands		
Ladders, steps, stands and EWP free from any visible damage?	☐	☐
Stored correctly and in specific area?	☐	☐
Inspect stands are in good condition and have correct inspection tags attached?	☐	☐
Safety Showers		
Physically check each shower is operational?	☐	☐
Check temperature of water is safe / acceptable?	☐	☐
Check showers are clean and free from rubbish?	☐	☐
Check showers are readily accessible?	☐	☐
Ensure the shower signs are clean and clearly visible?	☐	☐
Ensure access to showers is unobstructed?	☐	☐
Check eyewash station/s - quantity of bottles and expiry dates?	☐	☐
Eye Wash Stations		
Physically check each station is operational?	☐	☐
Check temperature of water is safe / acceptable?	☐	☐
Check stations are clean and free from rubbish?	☐	☐
Check stations are readily accessible?	☐	☐
Ensure the station signs are clean and clearly visible?	☐	☐
Ensure access to eyewash stations is unobstructed?	☐	☐
Workshop Equipment cranes – forklifts etc.		
Inspect the workshop overhead cranes for general housekeeping; check pre-start and crane log book have been completed. Check Inspection compliance is within date - Report any hazards to supervisor.	☐	☐
Review a number of workshop light vehicles and light trucks for general housekeeping, trays free from rubbish, parts and unrestrained load items and check pre-starts have been completed. Report all hazards to supervisor.	☐	☐
Inspect a workshop Franna crane for general housekeeping; check Load charts, check pre-start book and crane log book have been completed. Check 'Cranesafe' inspection sticker for compliance date. Report all hazards to supervisor.	☐	☐
Inspect a workshop or stores' forklift for general housekeeping and check pre-starts have been completed. Report all hazards to supervisor.	☐	☐
Inspect a workshop or stores' IT for general housekeeping and check pre-starts have been completed. Report all hazards to supervisor.	☐	☐
Inspect a workshop EWP for general housekeeping and check pre-start have and EWP log book have been completed been completed. Report all hazards to supervisor.	☐	☐
Inspect a workshop service truck (Heavy Rigid) general housekeeping and check pre-starts have been completed. Report all hazards to supervisor.	☐	☐
Bulk lube storage tanks / bunded areas and dispensing hose reels.	☐	☐
Lube storage areas clean and free from hydrocarbon spills, slip and trip hazards.	☐	☐
Dispensing pumps/reels/couplings clean and free from damage.	☐	☐
Hydrocarbon emergency spill kits are in place and adequately stocked as per recommended inventory list.	☐	☐



Description	Acceptable	Comment
Tanks, 1000L IBC (pods), 205L drums correctly stored and ID labelled.	☐	☐
Check bulk lube storage levels and if low report to stores' supervisor.	☐	☐
Do the bulk grease pods within the workshop require change out (are they empty?).	☐	☐
Heavy and Light Vehicle Wash Pad Areas		
Wash pads are clean and free from debris, information and warning signs are clean?	☐	☐
Is PPE available (i.e. face shield or goggles)?	☐	☐
Wash pad equipment is available and in serviceable condition – Water cannons, hoses, pressure cleaner, brooms & buckets, degreaser / detergents?	☐	☐
Check PPE signage in place, wheel chocks stored correctly and grating condition in good order?	☐	☐
Tyre Bay Area		
Inspect general housekeeping of tyre bay work area.	☐	☐
Inspect tyre storage area, ensuring all tyres clearly demarcated are stacked safely.	☐	☐
Inspect a tyre handler for general housekeeping and check pre-starts have been completed. Report all hazards to supervisor.	☐	☐
All worn-out and u/s tyres relocated to the tyre disposal area?	☐	☐
Check barricading and demarcation is up to required standard.	☐	☐
Battery Storage / Charging Area		
Is the battery area neat and tidy, are all batteries stored correctly?	☐	☐
Is the area well ventilated with adequate fire extinguishers on hand?	☐	☐
Is there an operable eye wash station within close proximity?	☐	☐
Is there adequate area signage and PPE (face shield rubber gloves)?	☐	☐
Hydraulic Hose Container		
Is the hose container clean free from oil spills, old hoses and trip hazards	☐	☐
Tooling – Inspect condition of Cut-off saw and crimper. Is a crimp chart/manual available?	☐	☐
Correct signage and PPE items in place?	☐	☐
Steel racks		
Are steel racks neatly stacked free from trip hazards?	☐	☐
Are steel lengths free from sharp / protruding edges?	☐	☐
Comments		



Corrective Actions			
Action Description	Assigned to	Due Date	Entered in Actions Register (Y/N)

Sign Off		
Person completing Inspection:	Job Title:	Signature:
Person completing Inspection:	Job Title:	Signature:
Person completing Inspection:	Job Title:	Signature:
Person completing Inspection:	Job Title:	Signature: