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| --- | --- |
| **TIR / IFP Site & Location**  |  |
| **Reason for Visit / Inspection** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name(s) of person/s inspecting site** | **Signature** | **Date** | **Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Observations** | **Yes** | **No** | **N/A** | **Comment**  |
| Visitors Book sighted / signed / Info sheet received |  |  |  |  |
| Signage for site visible (PPE, Hazchem, fork lifts, Traffic Movement, Reception etc.) |  |  |  |  |
| Parking delineated |  |  |  |  |
| Onsite traffic management reflects plan |  |  |  |  |
| Walk ways clear and visible |  |  |  |  |
| Reverse Parking adhered to (TIR ONLY) |  |  |  |  |
| Supervisor / Key Personnel on site |  |  |  |  |
| PPE worn as per signage |  |  |  |  |
| Notice Boards Up to Date (old info?) |  |  |  |  |
| Fire extinguishers on site / in date / signage |  |  |  |  |
| First aid kits on site/ stocked / serviced / signage – please list any outdated items |  |  |  |  |
| Site facilities tidy |  |  |  |  |
| Cool rooms stacked clearly, floors clear |  |  |  |  |
| Cool room Entry / Egress clear |  |  |  |  |
| Cool Rooms Clean / Door Flaps in good condition (Dev / Hbt) |  |  |  |  |
| **Electrical** |  |  |  |  |
| * Power boards not overloaded
 |  |  |  |  |
| * Heaters plugged into fixed power points
 |  |  |  |  |
| * Electrical equipment tested and tagged
 |  |  |  |  |
| General housekeeping good |  |  |  |  |
| Rubbish bins used appropriately |  |  |  |  |
| Risk Register Available |  |  |  |  |
| Weekly light vehicle checklist completed  |  |  |  |  |
| Site inductions conducted / registered |  |  |  |  |
| Risk assessments reviewed /SWMs conducted where required |  |  |  |  |
| Fork Lift Plant operated with seatbelts worn |  |  |  |  |
| Hard hats available for Evacuation Drills |  |  |  |  |
| Plant pre-start checks completed |  |  |  |  |
| Plant risk assessments on file |  |  |  |  |
| Plant in good order, no leaks visible |  |  |  |  |
| Hazardous substances stored correctlySDS exists for all substances |  |  |  |  |
| Containers sound and appropriately labelled  |  |  |  |  |

|  |  |
| --- | --- |
| **Other Observations** | **Communicated to Whom to Action**  |
|  |  |
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**Site Observations/ Inspections**

Upon visiting TIR / IFP Distribution Centres, Offices or Store Fit outs, the SHE04-03 Site Observation Form is to be completed by any Senior Management or other TIR / IFP personnel not directly associated with the site e.g. Directors, CEO, General Managers, Finance Manager, HR Manager, Admin etc. This form can be used at any time as an observation record.

This form ensures that safety and environmental procedures are being followed whilst not formally conducting an audit, it assists in the assurance of compliance across all work groups.

SHE04-03 Site Observation Form documents our Leader & HSR commitment in regard to onsite participation and visits.

These records inform the internal audit and related inspection processes.

All completed forms must be transmitted to the Site Manager and the Head of SHE for evaluation. Any identified hazards/non conformances must be entered in the hazard register.