

Housekeeping Inspection Form

Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Area Inspected

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Litter

Is the inspection area free of litter and debris. Litter and debris refers to windblown paper / packaging, pallet parts, shrink wrap, labels. Detail any actions taken to rectify.	Daily							
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Washplant

Clean down of critical storage area and surfaces. Detail any actions taken to rectify.	Daily							
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Spillages

Is there any evidence of spillages that have not been cleared or a poor attempt has been made to clear. Detail any actions taken to rectify.	Daily							
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Containers

Are there any leaking containers that are contributing to poor housekeeping. Detail any actions taken to rectify	Daily							
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Equipment

Are there sufficient stocks of equipment to enable housekeeping to be carried out effectively. i.e. absorbent material, brushes, shovels etc. Indicate if replacements are required.	Daily							
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Bunds

Is there evidence of rainwater / spillages in the bunds ? Details actions taken to rectify.	Daily							
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Plant and Processing Equipment

Clean down of critical plant, conveyers, loading buckets. Detail any actions taken to rectify.	Daily							
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