

# Finish Product Storage Checklist

Format No.:

Date of Inspection: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Previous Inspection Date: \_\_\_\_\_ Previous non complied points No.: [     ] [     ] [     ] [     ] [     ]

SR	CHECKLIST POINTS	STATUS	COMMENTS
01	Is there finish product storage procedures are established? Maintained? And updated?		
02	Is there works instructions for all concern peoples are easier to read and understand? Peoples are following up? How to measure?		
03	Area all finished products storage as per norms?		
04	Whether the entire finished product stacked properly? Is there storage capacity or height restrictions are defined? And its all are maintained properly?		
05	Is there all the material is stacked with proper labels? And material sizes, material specifications?		
06	Has stock been maintained and updated periodically?		
07	Is there separate storage for the accepted or rejected material?		
08	Is there work instruction for material loading / unloading, working and handling of material instruction note?		
09	As per safety work instructions, peoples are wearing safety shoes, glass, gloves, gas mask or safety equipment i.e. as per requirements of safety during the handing, moving or working with material?		
10	Is there physical stock are match with record stock? When physical stock and checking frequency is defined? Is there all the physical records and activity is properly maintained?		
11	How to maintain stock records? Is there all the required documents are available? Whether daily and stock registers are maintained properly? Is there all daily documents are updated?		