

CHECKLIST

Office and Warehouse Safety Conditions

Date: 16/11/2009

Location: C.S. Plant -2

Inspected by: Juny Suprpto

Approved by: Arin Mark

Office Inspection

No.	Item	Result	Observation	Remarks
1	Lighting	Good		
2	Ventilation	Good		
3	Work floor	Good		
4	Condition of tables & chairs	Good		
5	Exit access	Good		
6	Condition of cables	Good		
7	Kitchen	Good		
8	Toilet	Good		
9	Notice board	Good		
10	First Aid Kit (P3K)	Good		
11	Fire Extinguisher (APAR)	Good		
12	No sharp objects	Good		
13	Trash bin	Good		

Warehouse Inspection

No.	Item	Result	Remarks	Suggestions
1	Lighting	Good		
2	Ventilation	Good		
3	Material stacking	Good		
4	Exit access	Good		
5	Material segregation	Good		
6	PPE (Personal Protective Equipment) sign	Good		
7	Housekeeping	Good		
8	Fire Extinguisher (APAR)	Good		
9	Hazardous Materials (B3 – Coolant)	Poor		
10	Trash bin	Good		

Deviation Noted:

- [1] B3 (Coolant storage): The coolant storage area is full.
- [2] Recommendation: Provide additional space for coolant storage.

Summary

- [1] Office safety conditions are all good.
- [2] Warehouse has one issue: coolant (hazardous material) storage is already full and requires more placement/storage capacity.

