



UKWA MEMBERSHIP INSPECTION CHECK LIST AND INTERNAL AUDIT AIDE MEMOIRE 2008

Company name: _____

Contact name & appointment: _____

Health and Safety / UKWA Annual Audit contact name (if different): _____

Insurance Broker: _____

- ❖ Please complete a separate form for multi sites up to 3 warehouses and a composite form for multi sites of more than 3 warehouses
- ❖ Please use the check list in conjunction with UKWA's Standards of Warehousing
- ❖ Member companies that have joined UKWA in the current year (2008) need not comply
- ❖ If your company undertakes similar operational audits on a regular (not less than annual) basis, please state the regularity and nature of the audit to claim exemption from scheme

_____ (Company name)

undertakes the following regular (at least annual) operations that meets or surpass the minimum standards of UKWA.

Tick here for exemption

1. WAREHOUSE BUILDINGS		Yes/ No	Remarks
1.1	Structure Suitable for use as a warehouse Standard of maintenance Windows and roof lights intact Roof watertight and gullies clear with appropriate signage General appearance		
1.2	Floor Suitable, sound and clean Free from debris and other obstructions		
1.3	Electrical Installation Light fittings as high as possible to avoid risk of damage Traction battery charging points clearly marked and in a safe, well-ventilated place		

		Yes/ No	Remarks
1.4	Fuel Storage Reserves of bottled gas (LPG) for fork trucks to be kept out-side in a protected external area conforming to requirements of LP Gas Association Code of Practice 7 – Storage of Full and Empty LPG Cylinders and Cartridges. Diesel storage tanks adequately bunded		
1.5	Heating Approved by insurers and local Fire Authorities Heating units, fuel pipes and tanks safe and protected		
1.6	Doors Sufficient loading doors for traffic involved		

<p>Adequate and properly positioned personnel doors</p> <p>All external doors close-fitting</p> <p>Locking arrangements to insurers' requirements</p>		
<p>1.7 Staff Facilities</p> <p>Lavatory, washing and mess room accommodation provided</p> <p>First Aid Box – provided and stocked</p>		

2. SITE AND PERIMETER

<p>2.1 Loading area</p> <p>Manoeuvring area adequate and properly surfaced</p> <p>Vehicle parking adequately surfaced</p> <p>Open storage adequately surfaced</p> <p>Signposting for staff & visitors</p> <p>Loading area free from obstruction</p>		
--	--	--

	Yes/ No	Remarks
<p>2.2 Perimeter</p> <p>Perimeter secured</p> <p>Gates adequate</p>		
<p>2.3 Outside lighting adequate</p>		
<p>2.4 Segregation of pedestrians and vehicles</p>		

3. OFFICE AND ADMINISTRATION FACILITIES

<p>3.1 Offices</p>		
---------------------------	--	--

<p>Easily accessible for staff, drivers and visitors</p> <p>Clearly signposted</p> <p>Access safe and unobstructed</p> <p>Site rules available</p> <p>Thermometer</p>		
<p>3.2 Staff and Equipment Office adequately staffed and equipped to provide stock control and goods inwards/outwards documentation</p>		
<p>3.3 Suitable display screen equipment</p>		
<p>3.4 Facilities Office clean, well-lit and adequately furnished</p> <p>Lavatory, washing and refreshment facilities provided to minimum statutory requirements</p>		

4. STATUTORY NOTICES

	Yes/ No	Remarks
<p>Following notices displayed</p> <p>4.1 Health and Safety Information for Employees Regulations 1999</p> <p>4.2 Current Employer's Liability Insurance Certificate</p> <p>4.3 Safety signs - First Aid - Fire Points - Exits</p> <p>4.4 COSHH information signs where applicable.</p> <p>4.5 Electric Shock sign</p> <p>4.6 Safety Policy Statement displayed for visitors and employees.</p>		

5. HANDLING STORAGE EQUIPMENT

<p>Handling Equipment</p>		
----------------------------------	--	--

5.1	Equipment suitable for task and regularly serviced and maintained by competent engineers		
5.2	Up-to-date Statutory Inspection Certificates available on site		
5.3	Detailed maintenance records kept for all equipment on site		
5.4	Small items of equipment stored under cover when not in use		
5.5	Safe working loads clearly marked		
5.6	Pallets, post pallets, racking and mezzanine floor equipment suitable for goods stored; kept in a clean, sound condition and inspected regularly		
5.7	All staff properly trained and possessing Certificate of Competence		

6. SPECIALISED STORAGE

All specialised storage complies with relevant regulations (eg: COMAH)		
--	--	--

7. FIRE PROTECTION MEASURES AND EQUIPMENT

	Yes/ No	Remarks
7.1		
7.2		
7.3		
7.4		
7.5		
7.6		
7.7		
7.8		
7.9		
7.10		
7.11		

8. HEALTH & SAFETY

8.1 Health & Safety at Work Act 1974 complied with		
8.2 Accident Book at warehouse office		
8.3 Visitors Book available		
8.4 Risk assessments available (eg work at height, traffic, etc)		
8.5 Manual Handling assessment available		
8.6 Display Screen Equipment assessment carried out		
8.7 COSHH assessment carried out		
8.8 First Aid assessment carried out		

9. INSURANCE

	Yes/ No	Remarks
[see Part 4]		

10. PEST CONTROL

Adequate measures for controlling pests (especially if food stored)		
---	--	--

11. ENVIRONMENTAL

Waste disposal arrangements in place		
--------------------------------------	--	--

ADDITIONAL COMMENTS :

SIGNED: _____

DATE: _____