

<Company/Location> FACILITY INSPECTION

Department: Manufacturing – Nisku	Inspection Team: John Smith (mgr), Jane Doe (warehouse), Omar Epp (JHSC rep)			Inspection Date: June 1, 2018	
Location	Nature of Deficiency	Corrective Action	Hazard Ranking	Anticipated Closure Date	Sign-Off
Front Office	• Torn Carpet in entrance	OMAR – Apply duct tape immediately AI – Request quote for replacing carpet	B	July 1 st	
Lunch Room	• N/A				
Shop Office	• Broken desk leg	Jane – Moved manuals and inspection logs to reduce stress load. Jane – New desk was already ordered and is on the way.	C	June 15 th	
Shop floor	• Racking was stuck and leg is bent	Jane – Immediately had column unloaded and taped off.	A	June 15 th	
	• Poor Housekeeping	Jane – New upright to be ordered. Omar – Conduct safety meeting on both topics	C	June 2 nd	
Loading Dock	• Exterior Light is broken	Jane – Will have Todd replace light.	B	June 2 nd	
	• Yellow tape peeling off ground (safe zone markings)	Jane – Will order more tape. Have Todd replace markings once it arrives.	C	June 15 th	

Guidance:

A – Indicates that the deficiency must be marked and isolated if possible. Work must stop and an assessment must be conducted to determine the appropriate corrective action. Supervisor sign-off is required before restarting.

B – Indicates that the deficiency must be reported to a supervisor immediately. Also, a short-term corrective action plan must be designed and implemented before work continues.

C – Indicates that the deficiency should be noted and reported to a supervisor by the end of the shift. The deficiency needs to be communicated to all workers on-site immediately. Corrective action must be designed and implemented within three days.