

Manufacturing Workplace Inspection Checklist

Template Information

Template ID	manufacturing-workplace-inspection
Version	v1.0
Language	English (en)
Number of Check Items	23
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: This Manufacturing Workplace Inspection Checklist template can be used and modified to match a manufacturing shop floor safety inspection requirements.

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 23 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Manufacturing Workplace Inspection Checklist — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Audit	Sign in procedures for visitors/ contractors		
2	Audit	All workers have Induction Card		
3	Audit	Contact details for Principal Contractor available		
4	Audit	Traffic Management Plan is being followed		
5	Audit	Emergency plan contact details correct		
6	Audit	Log books for plant / equipment completed		
7	Audit	Plant operators have certification as required		
8	Audit	SWMS available for high risk tasks		
9	Audit	Perimeter protection suitable		
10	Audit	Fall protection equipment as per SWMS		
11	Audit	Electrical equipment in test date		
12	Audit	Electrical leads not on ground		
13	Audit	RCD Provided		
14	Audit	MSDS available for chemicals		
15	Audit	Is MSDS within 5 year issue date		
16	Audit	PPE being worn by all persons on site as required		
17	Audit	PPE Signage on site displayed and in good condition		
18	Audit	Waste disposal in timely and safe manner		
19	Audit	Dust suppression activities undertaken		
20	Audit	Lighting adequate for tasks (including night works)		
21	Audit	Lock out/tag out procedures in place		
22	Audit	Toilet/ wash room / lunch room cleaned		
	Audit	Weekly report completed on		
23	Safe Work Method Statements	Have SWMS been signed off by all personnel involved in the task?		

Manufacturing Workplace Inspection Checklist — Scoring & Sign-off

Sign-off

Person responsible to initial/sign	
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