

Red Deer Shop: FACILITY INSPECTION

Department: Manufacturing - Nisku		Inspection Team: John Smith (mgr), Jane Doe (warehouse), Omar Epp (JHSC rep)			Inspection Date: June 1, 2012	
Location	Nature of Deficiency	Corrective Action	Hazard Class	Anticipated Closure Date	Sign-Off	
Front Office	<ul style="list-style-type: none"> Torn carpet in entrance 	<p><i>Omar - Apply duct tape immediately.</i></p> <p><i>AI - Request quote to have carpet replaced.</i></p>	B	July 1 st		
Lunch Room	<ul style="list-style-type: none"> N/A 					
Shop Office	<ul style="list-style-type: none"> Broken desk leg 	<p><i>Jane - Moved manuals and inspection logs to reduce stress load.</i></p> <p><i>Jane - New desk was already ordered and is on the way.</i></p>	C	June 15 th		
Shop Floor	<ul style="list-style-type: none"> Racking was struck and leg is bent Poor housekeeping 	<p><i>Jane - Immediately had column unloaded and taped off.</i></p> <p><i>Jane - New upright to be ordered.</i></p> <p><i>Omar - Conduct safety meeting on both topics</i></p>	A C	June 15 th June 2 nd		
Loading Dock	<ul style="list-style-type: none"> Exterior light broken Yellow tape is peeled off ground (safe-zone markings) 	<p><i>Jane - Will have Todd replace light.</i></p> <p><i>Jane - Will order more tape. Have Todd replace markings once it arrives.</i></p>	B C	June 2 nd 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.