

Location: _____ Manager: _____

Reviewed by: _____ Date: _____

Inspection Guide

Topic		Pass	Fail	N/A
Site	Signs advise & direct visitors Visitor Pass & Sign In/Out Parking away from operations area Fenced & secured areas Yard clear of debris and/or trash Trash cans readily available throughout yard & emptied regularly			
Security	Parking & walkway illuminated Access to operations is limited/controlled			
OSHA	Required federal, state & ADA postings are present Compliance Inspection data is posted as applicable Signs inform, warn and direct proper control procedures Medical provider information is posted and accurate Emergency numbers other than 911 are posted Eye wash station marked and maintained			
Fire	Emergency Action Plan & alarms posted & practiced Exits are clearly marked, illuminated & not blocked Flammables & combustibles are properly stored as required Hot work is permitted w/Fire Watch posted			
Tools	Cutting & Grinding properly guarded – tongue ¼”, rest 1/8” Face shields available and used Welding/Cutting equipment inspected & procedures reviewed			
Lift Trucks	Certified, licensed operators only Pre-trip inspections daily			
Housekeeping	Floors & aisles clearly marked, unobstructed & lighted Drinking water is available to all employees Restrooms well maintained & equipped			
Smoking	Prohibited in buildings and near entrances to same Prohibited in or within 25 feet of fuel trailers Designated areas provided and well maintained			
Hours of Service	Audit of driver logs/Required logs on file/Logs not missing Driver responsible to notify dispatcher when nearing max hours Adherence to 11 hour, 14 hour & 70/8 rules/Texas Intrastate Rules Driver/Vehicle Roadside Inspections submitted with daily log check			
DVIR	Pre-trip Inspections daily Check for written Post-trip inspections on trucks & trailers Out of Service issues generate work orders Required signatures are obtained prior to putting unit into service			
DOT Security	Review Security Plan for any site specific changes or updates Loaded trailers parked in secured areas Compliance with route security/review for changes Delivery security measures maintained and reviewed No keys in unattended vehicles			

Comments: _____
