

Housekeeping Audit Check Sheet for Electrical & Mechanical Workshop

(Ref. SOP QMS-105)

Area Audited					Comments
Audit Date					
Week	Wk1	Wk2	Wk3	Wk4	
GMP ITEMS	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	
Area waste bins are not overflowing.					
Waste bins are used for appropriate materials only.					
All equipment and spare parts not in use are stored in designated cabinets.					
Equipment stored on shelving, and racking is clean, neat and tidy (no overhangs).					
All equipment stored on shelving is clean and tidy.					
All benches tidy when not in use.					
Folder/catalogues and manuals stored neatly on shelves.					
All equipment is within calibration and tagged appropriately.					

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Hair is covered, sleeves covering arm, no jewellery other than small sleepers.					
Laptop computers locked in cupboard in the storage room.					
Communal tools stored in designated areas.					

ENVIRONMENT, HEALTH AND SAFETY	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comply ✓ Yes Or X No	Comments
All fire/emergency exits are unimpeded.					
Safety clothing/equipment worn and used correctly for appropriate tasks.					
Fire extinguishers and hoses visible and accessible.					
All fire extinguishers in test (Tested 6 monthly).					
Floors are clear of equipment or spare parts not in use. Clear of waste and spills.					
Danger tags available for use.					

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(SOP C.1.25.)

AREA(S) AUDITED				
Audit Date				
Week	Week 1	Week 2	Week3	Week 4
Shift				
Auditor (Please Print Name)				
Auditor Signature				
Date				
Manager Signature				
Date				

COMPLETED FORMS ARE TO BE SENT TO QA AT THE END OF THE MONTH