

# Site Operations Internal Audit Checklist

Date: \_\_\_\_\_

Site Name: \_\_\_\_\_

Auditor(s): \_\_\_\_\_

## Checklist

Audit Area	Audit Question/Criteria	Compliant (Y/N)	Comments / Action Needed
Health & Safety	Are all emergency exits accessible and clearly marked?		
Health & Safety	Is PPE available and properly used by staff?		
Housekeeping	Are work areas clean and free from hazards?		
Equipment Maintenance	Are equipment maintenance logs up-to-date?		
Security	Are access control measures in place and followed?		
Environmental Compliance	Are waste disposals managed according to policies?		
Training & Documentation	Are staff training records complete and current?		

**Auditor's Overall Assessment:**

\_\_\_\_\_

**Corrective Actions / Observations:**

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\_\_\_\_\_

\_\_\_\_\_

## Important Notes:

- This checklist must be reviewed and updated regularly to stay current with organizational procedures and regulations.
- Completed checklists should be securely archived for compliance and reference.
- Findings require timely follow-up and corrective action by responsible personnel.
- Audits should be impartial, objective, and include supporting evidence where relevant.