

# Compliance Checklist

## Inspection Report for Compliance

### General Information

Inspection Date	_____
Inspected By	_____
Location / Facility	_____
Department / Unit	_____
Purpose of Inspection	_____

### Compliance Checklist

#	Compliance Requirement	Status (Compliant/Non-Compliant/NA)	Remarks
1	Proper signage displayed	_____	_____
2	Documentation up to date	_____	_____
3	Employee compliance training records	_____	_____
4	Safety equipment available and functional	_____	_____
5	Emergency procedures displayed	_____	_____

### Observations / Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Action Required

Action Item	Responsible Person	Due Date	Status
_____	_____	_____	_____
_____	_____	_____	_____

### Inspector Signature

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

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

### Important Notes

- This checklist is intended to ensure systematic compliance verification during inspections.
- All observations and action items should be clearly documented for future reference.
- Non-compliant items must be addressed promptly to meet regulatory or organizational standards.
- Retain this document as part of compliance records for audit and review purposes.