



Monthly Warehouse Inspection Checklist

This timetable will assist you in the timely completion of various protocols in order to obtain certification.

Specific Warehouse Inspections

✓	PROTOCOL	DESCRIPTION	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<input type="checkbox"/>	E9	ELECTRICAL INSPECTION	★											
<input type="checkbox"/>	E10	TEST FIRE SUPPERSSION SYSTEM – (IF APPLICABLE)												★
<input type="checkbox"/>	C9/ E3 / G1 –G8	UPDATE & TEST EMERGENCY RESPONSE PLAN	★											
<input type="checkbox"/>	G9	TEST FIRE DETECTION SYSTEM										★		
<input type="checkbox"/>	G10	TEST SECURITY SYSTEM										★		
<input type="checkbox"/>	SECTION H	REVIEW AND UPDATE BULK OPERATIONS	★											
<input type="checkbox"/>	I 1	RENEW ENVIRONMENTAL INSURANCE POLICY												★

Reminder - Contact your auditor to schedule your audit as early in the audit year as possible and no later than November 30th.

LIST OF PROTOCOLS REQUIRING MONTHLY INSPECTIONS

General Warehouse Inspections - Use this checklist monthly

MONTHLY ✓	PROTOCOL	PROTOCOL DESCRIPTION	ACTION
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	A3	FREE ACCESS OF 10 METERS ON 2 SIDES OF THE STORAGE FACILITY	IMMEDIATE CORRECTION REQUIRED IF NOT IN COMPLIANCE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	A4	EXTERIOR LIGHTING ON ALL 4 SIDES OF THE STORAGE FACILITY	ENSURE ALL LIGHTS ARE OPERATING PROPERLY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	A6	ALL MAN DOORS TO THE STORAGE FACILITY HAVE PESTICIDE WARNING SIGNS	REPLACE IF SIGNS ARE TORN OR UNCLEAR
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	A7	EXTERNAL EMERGENCY TELEPHONE NUMBERS SIGN	REPLACE IF OUTDATED
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	A8	POSTING OF VARIOUS SIGNS	ENSURE ALL REQUIRED SIGNS ARE POSTED AND CLEARLY VISIBLE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B5 - B7	LUNCHROOM, WASHROOM, CLEANUP FACILITY , OFFICE & MAINTENANCE VENTILATION SYSTEMS	CONFIRM THAT THE SYSTEMS ARE WORKING PROPERLY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B9	WHEEL CHOCKS OR DOCK LOCKS	ENSURE THAT ALL THAT ARE REQUIRED ARE AVAILABLE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B10	LIGHTING PROVIDED FOR THE INTERIOR OF VANS WHILE LOADING / UNLOADING WHEN FORKLIFTS OR OTHER MOTORIZED EQUIPMENT IS USED	CONFIRM LIGHTS ARE WORKING PROPERLY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B11	DOCK LEVELLERS OR PLATES ARE WORKING PROPERLY	CONFIRM THAT THEY ARE WORKING PROPERLY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B14	WAREHOUSE FLOORS HAVE ALL CRACKS FILLED WITH A SMOOTH FINISH	ALL CRACKS MUST BE FILLED IMMEDIATELY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B15	THE WAREHOUSE FLOOR HAS BEEN TREATED TO RENDER THEM IMPERVIOUS	VERIFY THAT THE FLOOR IS STILL IMPERVIOUS TO CHEMICAL SPILLS
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B19	RETENTION CURBING	ENSURE THAT THE CURBING IS PROPERLY CAULKED BETWEEN FLOOR AND CURBING. REPAIR IMMEDIATELY IF REPAIRS ARE REQUIRED
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B20 / B21	WAREHOUSE VENTILATION	CONFIRM THE SYSTEM IS WORKING PROPERLY

MONTHLY ✓	PROTOCOL	PROTOCOL DESCRIPTION	ACTION
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B23	ALL LIGHTING FIXTURES ARE OPERATING PROPERLY	REPLACE OR REPLACE IMMEDIATELY IF NOT WORKING PROPERLY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	B24	ALL EMERGENCY EXIT SIGNS ARE OPERATING PROPERLY	REPAIR OR REPLACE IMMEDIATELY IF NOT OPERATING PROPERLY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C1	PRODUCTS ARE PROPERLY STORED SO MATERIAL HANDLING EQUIPMENT HAS ROOM TO MANEUVER	IMMEDIATELY RESTACK ANY PRODUCTS WHICH DO NOT COMPLY WITH THE PROTOCOL
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C2 TO C6 / C15(d) / C19	PRODUCTS MUST BE STORED ACCORDING TO THE N.F.C.	IMMEDIATELY RESTACK AND STORE ACCORDING TO THE N.F.C.
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C7	A FLOOR PLAN WAS POSTED	CORRECT IF STORAGE DOES NOT MEET THE PLAN
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C8	NO SMOKING, NO DRINKING AND NO EATING SIGNS ARE POSTED	REPLACE IF SIGNS ARE NOT LEDGIBLE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C9	INSPECT ALL MATERIALS AND / OR EQUIPMENT REQUIRED FOR THE SITE CONTAINMENT PLAN ARE AVAILABLE	REPLACE ANY MATERIALS IMMEDIATELY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C10	INSPECT THE INVENTORY LIST OF EMERGENCY SUPPLIES AND MATERIAL	COMPARE LIST TO ACTUAL INVENTORY – IMMEDIATELY REPLACE ANY MISSING OR DIRTY ITEMS
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C11	ALL PRODUCTS HAVE EITHER A TDG, WHMIS OR PCP LABEL IDENTIFYING ANY POTENTIAL RISK THAT MIGHT BE ASSOCIATED TO THE PRODUCT	IMMEDIATELY REPLACE ANY MISSING OR TORN LABELS
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C13	INCOMPATICABLE PRODUCTS STORED IN THE WAREHOUSE	IMMEDIATELY REMOVE ANY INCOMPATICABLE PRODUCTS FROM THE WAREHOUSE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C14	ACCESS AISLES FOR FIRE FIGHTING , EMERGENCY EQUIPMENT AND EMERGENCT EXITS ARE NOT LESS THAN 1 METRE IN WIDTH AND ARE UNOBSTRUCTED.	CORRECT IMMEDIATELY IF FOUND TO BE OUT OF COMPLIANCE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C15	PRODUCTS ARE STORED 1 METRE FROM A HEATING UNIT, 1 METRE FROM THE CEILING OR ARE AT LEAST 450mm FROM A CEILING MOUNTED SPRINKLER SYSTEM	CORRECT IMMEDIATELY IF FOUND TO BE OUT OF COMPLIANCE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C16	THE WAREHOUSE HAS ONE MAIN AISLE OF AT LEAST 2.4 METERS.	CORRECT IMMEDIATELY IF FOUND TO BE OUT OF COMPLIANCE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C17	ALL PRODUCTS ARE STORED ON PALLETS, NEATLY PILED WITH NO LEANING PILES	CORRECT IMMEDIATELY IF FOUND TO BE OUT OF COMPLIANCE

MONTHLY ✓	PROTOCOL	PROTOCOL DESCRIPTION	ACTION
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C18	THERE ARE NO FLAMMABLE OR COMBUSTIBLE FUEL PRODUCTS STORED IN THE WAREHOUSE	REMOVE IMMEDIATELY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C20	THE BATTERY CHARGING STATION FOR MATERIAL HANDLING EQUIPMENT WAS SEPERATED FROM THE STORAGE AREA BY AT LEAST 1 METRE, CLEAN AND TIDY, WELL VENTILATED AND A FIRE EXTINGUISHER IS MOUNTED AND WITHIN EASY REACH.	CORRECT IMMEDIATELY
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C21	POWER OPERATED TOOLS ARE NOT STORED IN THE WAREHOUSE.	REMOVE ANY FROM STORAGE AREA
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C22	FLOORS, RAMPS, VSTAIRWAYS, SHIPPING AREA MUST BE KEPT CLEAN AND TIDY.	THIS ITEM SHOULD BE MAINTAINED ON A DAILY BASIS
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C23	THE MACHINERY AND EQUIPMENT ARE CLEAN AND TIDY.	THIS ITEM SHOULD BE MAINTAINED ON A DAILY BASIS
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C24	THERE ARE NO LEAKING PACKAGES OR CONTAINERS.	THESE ITEMS SHOULD BE KEPT IN OVERPACK SAND STORED IN A SEPERATE AREA OF THE WAREHOUSE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C24	EMPTY PESTICIDE CONTAINERS	ALL EMPTY PESTICIDE CONTAINERS MUST BE KEPT IN POLYETHYLENE BAGS OR, STORED UNDER COVER
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C25 /26	ALL FULL OR PARTIALLY FULL MULTI-TRIP AND PRE-PACKAGED CONTAINERS MUST BE STORED IN THE CERTIFIED WAREHOUSE	THESE PRODUCTS MUST BE REMOVED FROM OUTSIDE OR THE MERCANTILE AREA AND STORED IN THE CERTIFIED WAREHOUSE
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	C27	MOTORIZED VEHICLES AND IMPLEMENTS (EXCEPT NEW MOTOR-IZED VEHICLES I.E: NEW GARDEN TRACTORS OR MOVERS FOR RETAIL SALE WICH DO NOT CONTAIN FUEL) ARE NOT PERMITTED TO BE STORED IN THE CHEMICAL WAREHOUSE.	REMOVE IMMEDIATELY.
<input type="checkbox"/> JAN. <input type="checkbox"/> FEB. <input type="checkbox"/> MAR. <input type="checkbox"/> APR. <input type="checkbox"/> MAY <input type="checkbox"/> JUNE <input type="checkbox"/> JULY <input type="checkbox"/> AUG. <input type="checkbox"/> SEPT. <input type="checkbox"/> OCT. <input type="checkbox"/> NOV. <input type="checkbox"/> DEC.	E7	THE FACILITY HAS A WRITTEN INSPECTION PROGRAM FOR ITS ELECTRICAL INSTALLATION WHICH INCLUDES LIGHTS, GLOBES, WIRING, SWITCHES, MOTORS, CIRCUIT BREAKERS, FANS, AND MAIN PANEL.	IMMEDIATE REPLACEMENT OR REPAIRS OF ANY ITEMS NOT WORKING PROPERLY

LIST OF PROTOCOLS REQUIRING THE REVIEWING OF OPERATING PROCEDURES

THESE PROCEDURES SHOULD BE REVIEWED ANUALLY AND REVISED WHEN CHANGES OCCUR

✓	PROTOCOL	DESCRIPTION	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<input type="checkbox"/>	VARIOUS See notes below	REVIEW AND UPDATE WAREHOUSE OPERATING PROCEDURES	★	★										

✓	PROTOCOL	PROTOCOL DESCRIPTION
<input type="checkbox"/>	D4	A WRITTEN PROCEDURE FOR FORKLIFT OPERATION MUST BE AVAILABLE.
<input type="checkbox"/>	E6	A WRITTEN OPERATING PROCEDURE FOR THE SAFE WORK PERMIT SYSTEM IS AVAILABLE FOR USE AT THIS FACILITY AND INCLUDES: a) CONFINED SPACE ENTRY, b) HOT WORK (CUTTING AND WELDING) c) LOCK OUT
<input type="checkbox"/>	E9 / E10	THE FACILITY HAS A WRITTEN OPERATING PROCEDURE AND A CHECKLIST FOR THE OPERATION AND TESTING OF THE FIRE SUPPRESSION SYSTEM IN CONFORMANCE WITH THE MANUFACTURERS, INSURERS OR NFC RECOMMENDATIONS. THE FACILITY ALSO HAS A DOCUMENTED MAINTENANCE PROGRAM.
<input type="checkbox"/>	E11	THE FACILITY HAS ESTABLISHED WRITTEN PROCEDURES FOR THE CARE AND USE OF THE FOLLOWING EMERGENCY EQUIPMENT: a) FIRST AID KIT b) EYEWASH STATION OR EYEWASH / SHOWER c) FIRE EXTINGUISHERS d) RESPIRATOR AND CHEMICAL CARTRIDGE
<input type="checkbox"/>	E12	THE FACILITY HAS A WRITTEN PROCEDURE FOR THE PROPER HANDLING, STORAGE AND DISPOSAL OF CONTAMINATED PRODUCTS AND HAZARDOUS WASTE MATERIALS THAT MEETS ALL LEGAL REQUIREMENTS.
<input type="checkbox"/>	E13	THE STORAGE FACILITY HAS DEVELOPED AND IMPLEMENTED WRITTEN OPERATING PROCEDURES FOR: a) RECEIVING PRODUCTS b) SHIPPING PRODUCTS c) SPILL CLEAN-UP REPORTING d) RECEIVING DAMAGED GOODS e) STORAGE OF DAMAGED GOODS f) CONTAINMENT INSPECTION AND MAINTENANCE g) HANDLING AND STORING TDG AND NATIONAL FIRE CODE REGULATED PRODUCTS
<input type="checkbox"/>	E19	THE SITE HAS A STANDARD OPERATING PROCEDURE REQUIREING ALL ACCIDENTS / INCIDENTS BE INVESTIGATED AND RECORDED.
<input type="checkbox"/>	G1	THE FACILITY HAS A WRITTEN EMERGENCY RESPONSE PLAN.

LIST OF PROTOCOLS REGARDING THE TRAINING REQUIREMENTS

✓	PROTOCOL	DESCRIPTION	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<input type="checkbox"/>	SECTION D See notes below	TRAINING UPDATE ON ALL TRAINING PROGRAMS		★	★	★								

PROTOCOL	PROTOCOL DESCRIPTION
D1	GENERAL OPERATING RULES HAVE BEEN COMMUNICATED WITH ALL EMPLOYEES OF THE FACILITY. THIS TRAINING MUST BE DONE WITH A NEW EMPLOYEE, AND WHEN RULES CHANGE.
D2	TRAINING HAS BEEN PROVIDED TO ALL EMPLOYEES ON THE SAFE OPERATING PROCEDURES OF THEIR JOBS. TRAINING RECORDS MUST BE MAINTAINED WITH EMPLOYEE SIGN OFF. TRAINING IS DONE AT THE START OF A NEW JOB.
D3	ALL EMPLOYEES HANDLING CROP PROTECTION PRODUCTS HAVE HAD TRAINING ON THE TDG ACT AND REGULATIONS WITHIN THE PAST 3 YEARS. TRAINING RECORDS AND CERTIFICATES OF TRAINING MUST BE AVAILABLE TO THE AUDITOR FOR CONFIRMATION.
D4	ALL FORKLIFT DRIVERS HAVE RECEIVED TRAINING FROM A QUALIFIED TRAINER EVERY THREE YEARS. TRAINING CERTIFICATES MUST BE AVAILABLE TO THE AUDITOR FOR CONFIRMATION.
D5	WHMIS TRAINING MUST BE PROVIDED TO EMPLOYEES HANDLING PESTICIDES. TRAINING MUST BE PROVIDED UPON EMPLOYMENT AND REVIEWED EVERY THREE YEARS. TRAINING RECORDS INCLUDING EMPLOYEE SIGN OFF SHEETS MUST BE MADE AVAILABLE TO THE AUDITOR FOR CONFIRMATION.
D6	OCCUPATIONAL HEALTH AND SAFETY TRAINING MUST BE PROVIDED ; a) SAFE WORK PERMITS b) INFORMATION ON THE RIGHTS OF EMPLOYEES TO REFUSE UNSAFE WORK c) RESPONSIBILITIES OF MANAGEMENT AND EMPLOYEES UNDER THE APPROPRIATE LABOUR LEGISLATION d) THE USE OF AN EYEWASH STATION e) HANDS ON FIRE EXTINGUISHER TRAINING . TRAINING RECORDS INCLUDING EMPLOYEE SIGN OFF SHEETS MUST BE MADE AVAILABLE TO THE AUDITOR FOR CONFIRMATION.
D7	FIRST AID AND CPR TRAINING MUST BE COMPLETED BY AT LEAST ONE EMPLOYEE ON THE SITE. COPIES OF AT LEAST ONE CURRENT CERTIFICATE MUST BE MADE AVAILABLE TO THE AUDITOR FOR CONFIRMATION.
D8	EMERGENCY RESPONSE TRAINING HAS BEEN PROVIDED TO EMPLOYEES ON THE EMERGENCY RESPONSE TEAM. TRAINING RECORDS INCLUDING EMPLOYEE SIGN OFF SHEETS MUST BE MADE AVAILABLE TO THE AUDITOR FOR CONFIRMATION.