


<b>PROCEDURE</b> <b>ANC-013</b> Rev: 16/7/17	<b>Inspections</b>	

## 1 Key to Titles

CM = Compliance Manager  
 WHST = WHS Team

## 2 Procedure

Activity	Position Responsible
<b>2.1 Inspections</b>	
a) Inspections & Monitoring shall be carried out in accordance with the following table	
b) The effectiveness of these measures shall be evaluated at Company Meetings (ANC-002), by reviewing accident & incident data and via the internal audit process	

Location		Form	Frequency	Responsibility
Offices	Inspection	Office Inspection (F010)	Monthly	WHST
	Electrical	Electrical Test Tag Register	Office equipment 5 yearly	WHST
	Kitchen	Electrical Test Tag Register	Yearly	WHST
	Fire Extinguishers		6 monthly	Landlord
	First Aid		6 monthly	WHST
Warehouse	Warehouse inspection	Warehouse inspection (F011)	Monthly	WHST
	Electrical	Electrical Test Tag Register	6 monthly	WHST
	Fire Extinguishers		6 monthly	Landlord
	Forklift	Daily Forklift Inspection (F017), Weekly Forklift Inspection (F016)	Daily, Weekly	Warehouse Manager