SITE survey. APP

SITE SURVEY REPORT

Warehouse Safety Inspection

Prepared for	Trentvale Distribution Ltd
Date	1 Oct 2026
Site	Unit 4, Brindley Park, Stafford
Prepared by	N. Adeyemi

FORM

Warehouse Safety Inspection

1. Record details and scope

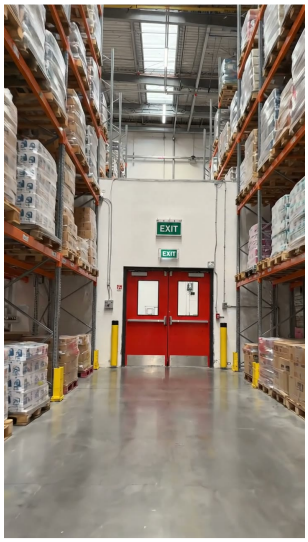
Project	Unit 4, Brindley Park, Stafford: monthly warehouse safety inspection (completed example)
Site or premises address	Unit 4, Brindley Park, Stafford
Client or organisation	Trentvale Distribution Ltd
Record date	1 Oct 2026
Person completing the record	N. Adeyemi

This is a premises and operational inspection. It does not replace detailed racking inspections, forklift pre-use checks or specialist assessments.

2. Areas and activity

Areas, shifts and operations inspected	Goods in, bulk storage aisles 1 to 14, pick faces, despatch and the battery charging bay. Day shift, during normal operations.
Warehouse supervisor	L. Brennan, day shift warehouse supervisor
Areas not accessed and inspection limits	Mezzanine stores locked, key holder off site. Racking inspected separately, not part of this walk-through.

Layout and area photos





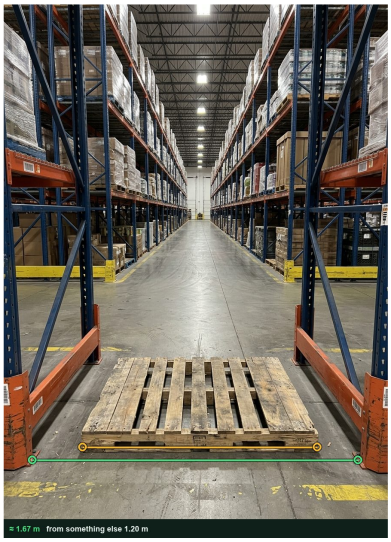
3. Walk-through

Aisles, floors and pedestrian routes clear and suitable	Action needed
Action, limitation or reason not applicable	Shrink wrap and broken pallet boards left in the walkway by pick face aisle 6. Cleared during the walk, reminder given at the shift brief.

Aisle widths checked 1: Cross aisle, aisle 7 end frames

Aisle or location	Cross aisle, aisle 7 end frames
Clear width (m)	1.67

Clear width (m): measuring photo



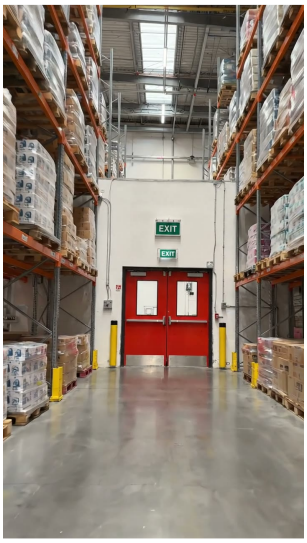
Minimum clear width set by the site (m)	1.8
Margin (m)	-0.13
Width result	Below the minimum

Below the site's minimum. Record an action, and keep pedestrians out of the aisle while trucks work in it until it is cleared.

Aisle widths checked 2: Aisle 12, by the fire exit

Aisle or location	Aisle 12, by the fire exit
Clear width (m)	3.1
Minimum clear width set by the site (m)	2.9
Margin (m)	0.2
Width result	OK

Photos



Aisles below the minimum	1
Loads stored securely with visible damage escalated	Acceptable
Vehicle routes and loading areas controlled	Acceptable
Manual handling aids and working methods reviewed	Acceptable
Work at height and access equipment controlled	Acceptable
Emergency exits, equipment and access unobstructed	Action needed
Action, limitation or reason not applicable	Fire exit at the end of aisle 12 clear and signed. Extinguisher at goods in has a service label out of date. Reported to facilities.

Score

Acceptable	4
Action needed	2
Score (%)	67
Target for this site (%)	90
Result	Red

> Red. The score is more than 15 points below the target, or a high priority action is open. Make sure the warehouse supervisor knows today.

Score at the last inspection of this site (%)	83

Change since the last audit (points)	-16

How the score works. The share of the areas checked that were acceptable. Not checked and Not applicable are left out. Green meets your target, Amber is up to 15 points below it, and Red is further below or has a high priority action open. This is the form's method for comparing sites and inspections, not a legal standard.

4. Records and follow-up

Separate racking inspection reference	Monthly racking inspection TRV-RI-2609
Separate forklift and plant check references	Forklift pre-use check sheets FLT-01 to FLT-06 for the week, all signed
Concerns raised by warehouse staff	Pickers asked for more lighting at the far end of aisle 14 on the early shift.
Immediate controls and affected areas	Aisle 6 walkway cleared and checked again at 11:00.

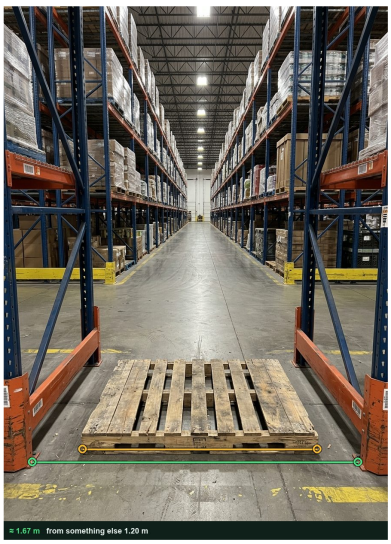
5. Actions and review

Are further actions required?	Yes

Further action 1: Cross aisle at the aisle 7 end frames measures 1.67 m between the end frame guards against the site's 1.8 m minimum for shared pallet truck and pedestrian routes. Mark it as a pallet truck route only and send pedestrians round by the marked walkway until the layout is reviewed.

Action and evidence reference	Cross aisle at the aisle 7 end frames measures 1.67 m between the end frame guards against the site's 1.8 m minimum for shared pallet truck and pedestrian routes. Mark it as a pallet truck route only and send pedestrians round by the marked walkway until the layout is reviewed.
Priority	High
Area	Aisles and pedestrian routes

Photos



Person responsible	L. Brennan
Target date	2 Oct 2026
Action status	In progress

Further action 2: Service or replace the goods in extinguisher and check the rest of the site's extinguisher labels.

Action and evidence reference	Service or replace the goods in extinguisher and check the rest of the site's extinguisher labels.
Priority	Medium
Area	Emergency exits and equipment

Photos



Person responsible	Facilities coordinator
Target date	8 Oct 2026
Action status	Open

Further action 3: Check the aisle 14 lighting with the electrician.

Action and evidence reference	Check the aisle 14 lighting with the electrician.
Priority	Low
Area	Aisles and pedestrian routes
Person responsible	L. Brennan
Target date	15 Oct 2026
Action status	Open

Further action 4: Clear waste from the aisle 6 walkway.

Action and evidence reference	Clear waste from the aisle 6 walkway.
Priority	Medium
Area	Aisles and pedestrian routes
Person responsible	L. Brennan
Target date	1 Oct 2026
Action status	Completed
Completion evidence	Cleared during the inspection, rechecked at 11:00.

Further action 5: Pothole in the yard in front of loading door 3, coned off. Repair the concrete before the next delivery peak.

Action and evidence reference	Pothole in the yard in front of loading door 3, coned off. Repair the concrete before the next delivery peak.
Priority	Medium
Area	Loading bay and yard
Position in the yard	In front of loading door 3 · 52.817420, -2.099180 (SJ 93412 24435, ±5 m)

Photos



Person responsible	Facilities coordinator
Target date	9 Oct 2026
Action status	Open
Actions still open	4

High priority open	1
Medium priority open	2
Low priority open	1
Outstanding limitations and information to pass on	Mezzanine stores not seen. Include in next month's walk.
Record status	Ready for review
Reviewed by	T. Quinlan, site manager
Date reviewed	2 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.