



Inspection - Weekly 274 Checklist

274 Inspection _ Exploration Camp - Checklist

Item #	Prompt	Responses	Comments
1	1. Premises and House Keeping	(X) Yes () No () N/A	
2	Emergency master point area is clearly identified and accessible.	() Yes () No () N/A	
3	Rubbish bins provided .There is a designated place for disposing of rubbish.	() Yes () No () N/A	
4	All hazardous goods are being disposed off correctly, e. g, waste oil, fluorescent tubes, used batteries	() Yes () No () N/A	
5	Good Ventilation into all sleeping camps.	() Yes () No () N/A	
6	Lighting is adequate at sleeping quarters, toilets—with spare torches and flash lights available.	() Yes () No () N/A	
7	Clear walkways, No slips and uneven surfaces	() Yes () No () N/A	
8	Hygiene Facilities – soap, paper towel & water available in toilets and dining area	() Yes () No () N/A	
9	Pit hole toilet is kept clean at all times. Lime to flush toilet available	() Yes () No () N/A	
10	Rules about using the toilet are posted on the wall. Information about cleanliness is posted on the wall.	() Yes () No () N/A	
11	Signs and posters advising of hand hygiene before eating displayed	() Yes () No () N/A	
12	General cleanliness of rooms and beddings.	() Yes () No () N/A	
13	No betel nut spit found around the camp.	() Yes () No () N/A	
14	2. Mechanical, Electrical & Personal Safeguarding	(X) Yes () No () N/A	
15	Personnel inducted and understands SOP for using Washing machines, Dryers and signoff document available	() Yes () No () N/A	
16	Cook is trained on using Gas stove and electrical appliances	() Yes () No () N/A	
17	Personnel trained on operating genset including switching on/off, refilling fuel + coolants, changing filters	() Yes () No () N/A	
18	Portable Electrical Equipment plus led – all currently tagged and in good conditions.	() Yes () No () N/A	

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19	Hand Tools, (axes, knives, spades etc.) Not modified.	() Yes () No () N/A	
20	Gas Cylinders secure on proper stands, sheltered and fall arrestors installed, hoses and regulators operational and in good condition	() Yes () No () N/A	
21	PPE & Safety Equipment's available on site and accessible to employees	() Yes () No () N/A	
22	Relevant Safety signs posted and visible	() Yes () No () N/A	
23	Lifting Gears including ropes, slings, shackles, cranes, eyebolt, safety latches on hooks, chains, blocks, winches & hoists securely stored away	() Yes () No () N/A	
24	Daily Take 5 – completed, signed off and available on site.	() Yes () No () N/A	
25	3. Fire Protection and Prevention	(X) Yes () No () N/A	
26	Fire Extinguishers available for appropriate fire hazards in the area.	() Yes () No () N/A	
27	Fire extinguishers fully charged, inspection tags fitted, and inspection current	() Yes () No () N/A	
28	Condition of fire extinguishers, check for physical damage, rust, colour coding.	() Yes () No () N/A	
29	Adequate signage, labelling and demarcation done for easy identification	() Yes () No () N/A	
30	Ensure oil, fuel, flammable material are stored correctly or removed as required	() Yes () No () N/A	
31	Site Area/Fire warden appointed and posted on the notice board.	() Yes () No () N/A	
32	Gas cylinder area with no smoking sign present and visible. Within compliance tag date	() Yes () No () N/A	
33	Fire place/house managed with no combustibles nearby..eg no roofing made of plastics, flammables ,smoke channelled out of the house.	() Yes () No () N/A	
34	Rules and signs outlining no smoking inside buildings are on the walls.	() Yes () No () N/A	
35	Emergency numbers and procedure outline and displayed on the wall.	() Yes () No () N/A	
36	4. Health and Safety Organisation	(X) Yes () No () N/A	
37	All employee completed camp induction and signed off	() Yes () No () N/A	
38	Fitness for work - Aware of alcohol policy and 10 golden rule.	() Yes () No () N/A	

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39	First Aid Facility – Stretchers + Kit available and updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
40	First Aider appointed and posted on site notice board.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
41	Emergency Evacuation checks list available, consistency and correctly filled out.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
42	Site emergency plan, contacts procedure available and visible for all employees.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
43	Appointed Camp Managers posted on the notice board and available on site.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
44	Pre-start meetings conducted daily and attended by all project members.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
45	Notice boards available on Project site with current information. Accessible for employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
46	Water filters fitted and regularly serviced. Service register updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	