

### Retail Operations Self Inspection Checklist

An essential part of loss prevention is the recognition and removal or correction of hazards before a loss occurs. This checklist should serve as a tool, indicating those areas needing attention. A “No” response to any question indicates corrective action is necessary. This survey form should be completed monthly and reviewed by management to monitor the Loss Control Program.

#### General

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. First Aid kit (supplies prescribed by a physician) available and content replenished as used? One or more employees (per shift) currently certified in first aid?          | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Emergency procedures and duties pre-planned, periodically reviewed with employees and posted in written form?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Local fire department acquainted with premises and operations?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Proper number, size and type of fire extinguishers clearly marked, mounted, and serviced annually? Employees trained in use?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Electrical systems and equipment provided with adequate overload protection and grounded?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Adequate outlets with covers provided with use of gang plugs prohibited?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Coffee pots, urns and hot plates equipped with pilot lights located away from combustibles and unplugged when not in use, especially at night, over weekends and holidays? | <input type="checkbox"/> | <input type="checkbox"/> |

#### Stock Storage and Handling

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 8. Housekeeping good, i.e., aisles clear, storage orderly, debris removed daily or more often?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Shelves/racks well designed and firmly secured with orderly stock storage?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Minimum of 36” maintained between top of rack storage and ceiling or roof joists in unsprinkled buildings?               | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Pallets properly stacked not over 4 feet high and exterior storage pallets at safe distance from buildings and openings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Skylights or domes properly sealed to prevent water damage, and wire meshed for security purposes?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Storage of combustibles kept at least 2 feet from heating or electrical equipment?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Sprinkler control valves secured in open position and not subject to tampering or mechanical damage?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Minimum of 18” clearance between stock storage and sprinkler piping heads?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Floor drains or storage on skids or shelving?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Contract maintenance and inspection service provided quarterly for system?   | <input type="checkbox"/> | <input type="checkbox"/> |

	Yes	No
<b>Smoking/No Smoking</b>		
18. Smoking prohibited throughout customer and storage areas and signs posted?	<input type="checkbox"/>	<input type="checkbox"/>
19. Proper and sufficient receptacles provided for discarded cigarettes in designated smoking areas?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Life Safety and Major Public Areas</b>		
20. Emergency lighting system (battery or generator) provided, which will automatically activate in the event of a power failure?	<input type="checkbox"/>	<input type="checkbox"/>
21. Adequate exits, properly marked, illuminated, panic hardware provided, kept clear and accessible at all times? Open outward and unlocked during business hours?	<input type="checkbox"/>	<input type="checkbox"/>
22. Decal on safety or tempered glass installed in glass doors and entry ways?	<input type="checkbox"/>	<input type="checkbox"/>
23. Pinch points around doors properly guarded? Automatic door treadles maintained in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>
24. Walking and working areas and parking lots free of slip, trip or fall hazards and well illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
25. Employees trained in assisting customers to leave building in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
26. Stock on shelves arranged so larger or heavier containers are on lower shelves?	<input type="checkbox"/>	<input type="checkbox"/>
27. Dangerous articles (sharp objects, chemicals, etc.) out of reach of children?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parking Areas</b>		
28. Snow, ice and refuse removed from parking lot(s) and walkway(s) with adequate drainage provided?	<input type="checkbox"/>	<input type="checkbox"/>
29. Car stops provided around building?	<input type="checkbox"/>	<input type="checkbox"/>
30. Signs in good condition and adequately secured?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crime</b>		
31. Cash registers "bled off" periodically during the day by authorized personnel? Emptied and left open during non-operating hours?	<input type="checkbox"/>	<input type="checkbox"/>
32. Cash on premises kept to a minimum by making frequent bank deposits with times and routes varied?	<input type="checkbox"/>	<input type="checkbox"/>
33. Premises alarm protection currently maintained in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>
34. Checks stamped "For Deposits Only" when received and listed in a log book?	<input type="checkbox"/>	<input type="checkbox"/>
35. Drivers discouraged from collecting cash or given secured drop boxes (welded to truck body)?	<input type="checkbox"/>	<input type="checkbox"/>
36. Employees instructed on procedures for opening and closing premises?	<input type="checkbox"/>	<input type="checkbox"/>
37. Exterior doors equipped with dead bolt locks and padlocks in channels of roll-up overhead doors?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Material Handling</b>		
38. Mechanical material handling equipment used for heavy loads? Properly maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
39. Employees trained in proper lifting procedures?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Loading Docks/Flammable Liquids</b>		
40. Flammable and combustible liquids stored in U.L. listed safety cans or metal cabinets?	<input type="checkbox"/>	<input type="checkbox"/>
41. Fixed docks, ladders, dock bumpers and bridge plates properly secured in good condition and have non-slip surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vehicle Operations</b>		
42. Written procedures regarding driver restrictions, (i.e., no family use, personal use, etc.), distributed to and reviewed with drivers of company vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
43. Road tests given by qualified drivers prior to hiring and periodically during employment?	<input type="checkbox"/>	<input type="checkbox"/>

