# SOP: Inspection and Audit Checklists for Facility Areas

This SOP details the procedures for developing and utilizing **inspection and audit checklists for facility areas**, ensuring comprehensive assessments of compliance, safety, and operational efficiency. The document covers checklist design, area-specific criteria, inspection frequency, documentation standards, corrective action protocols, and continuous improvement processes to maintain facility integrity and regulatory adherence.

## 1. Purpose

To establish standardized methods for the creation and use of facility inspection and audit checklists, promoting consistent safety, compliance, and performance reviews across all facility areas.

## 2. Scope

This SOP applies to all facility management staff responsible for the inspection, audit, and maintenance of facility areas including but not limited to production, storage, utilities, laboratories, and common areas.

## 3. Responsibilities

- **Facility Manager:** Oversees implementation and efficacy of inspection and audit checklist procedures.
- **Inspection/Audit Personnel:** Conduct scheduled inspections using approved checklists and report findings.
- **Quality Assurance:** Reviews completed checklists, tracks corrective actions, and monitors trends for continuous improvement.

## 4. Procedure

1. **Checklist Design**
   - Identify critical control points and standards relevant to each facility area.
   - Include items covering safety, regulatory requirements, cleanliness, functionality, and security.
   - Format checklists for easy completion (e.g., Yes/No checkboxes, comment sections).
2. **Area-Specific Criteria**
   - Customize checklists to reflect the unique hazards and requirements of specific facility areas (see sample template below).
3. **Inspection Frequency**
   - Define frequency for each area (e.g., daily, weekly, monthly), aligned with risk level and regulatory requirements.
4. **Documentation Standards**
   - Ensure all checklists are dated, signed, and securely stored (physical or electronic).
   - Record findings clearly, noting any deviations or non-conformances.
5. **Corrective Action**
   - Report and prioritize deficiencies immediately.
   - Document corrective actions taken, responsible personnel, and completion dates.
6. **Continuous Improvement**
   - Periodically review and update checklists based on audit outcomes, incident reports, and regulatory changes.

## 5. Sample Inspection and Audit Checklist Template

| Area/Item | Criteria | Status (Yes/No) | Comments/Actions |
|---|---|---|---|
| Fire Extinguishers | Accessible and within inspection date | | |
| Emergency Exits | Clear of obstructions and properly marked | | |
| Waste Disposal | Proper bins available and routinely emptied | | |
| Equipment Maintenance | Operation safe; maintenance logs up-to-date | | |
| Housekeeping | Floors clean, spills promptly cleaned, no clutter | | |

## 6. Records

- Completed checklists must be retained as per company record retention policy.
- Electronic records should be backed up securely and accessible only to authorized personnel.

## 7. References

- Current regulatory guidelines (e.g., OSHA, local safety codes)
- Company quality and safety policies
- Previous audit and inspection reports

## 8. Review and Revision

- This SOP shall be reviewed annually or upon significant changes to facility processes, equipment, or regulations.