
	<b>GENERAL WORKPLACE AMENITIES</b>  <b>CAMP/WELFARE FACILITY INSPECTION CHECKLIST</b>	AMNS/Project/SOP/HSEM/02/F01
		Rev : 00
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Inspection done by:		Date of Inspection:	
AMNS Representative:		Contractor company:	
Camp Representative:		Location:	


Sl. No.	Description	YES / NO/ NA	Comments
<b>A</b>	<b>Kitchen Management</b>		
1	Kitchen walls, floor and construction is water resistant, non-slip and durable?		
2	Food good quality, nutritious and fresh?		
3	System to ensure for food safety and hazard identification in place?		
4	Staff trained and certified?		
5	Do all food handlers have a food hygiene certificate?		
6	Is all extraction working?		
7	Are all extraction fan filters clean and maintained?		
8	Appropriate and sufficient ventilation?		
9	Appropriate and sufficient lighting?		
10	Adequate storage (wet and dry stores)?		
11	Appropriate and sufficient fire safety precautions?		
12	All equipment and utensils in good working conditions and kept clean?		
13	Temperature of fridge and freezers checked daily and recorded? (Fridge 1-4 °C freezer > -10°C)		
14	Problematic equipment, reported if any?		
15	Chopping boards clean and not damaged?		
16	Condiments stored in the fridge and containers clean?		
17	Dish clothes and rags sanitized and stored dry?		
18	Are electrical plugs/sockets/switches in good repair?		
<b>B</b>	<b>Food Containers</b>		
1	Clean and not damaged?		
2	Frozen food containers not damaged?		
3	Transporting food in satisfactory containers?		
<b>C</b>	<b>Dry food stores</b>		
1	Clean, cool, well-lit and well ventilated?		
2	Food not stored on the floor?		
3	Stored of large volumes of rice/flour/maize/dry products in sealed marked containers?		
4	Detergents/chemicals/insecticide soaps stored in separate location?		

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5	Stock rotation taking place, no expired goods?		
6	Any evidence of infestation?		
7	Storage facility adequate for amount of stock?		
<b>D</b>	<b>Perishable food</b>		
1	Drip trays in position for defrosting meats?		
2	Thermometer positioning at hottest place and in working condition?		
3	Evidence of refrigerator cleaning program?		
4	Raw food separated from cooked food?		
5	Food is covered adequately to prevent contamination?		
6	Production date/consume by date displayed on items?		
7	No evidence of defrosting or dripping?		
8	Clean and packed well for cold air to circulate freely between items?		
<b>E</b>	<b>Dining Room</b>		
1	Is the general condition of the dining are clean & hygienic?		
2	Furniture is clean and made of durable material?		
3	Is there an available electronic insect zapper in the dining room?		
4	Non-absorbent, non-corrodible containers with close-fitting lids for food waste?		
5	Hand washing facility available?		
6	Documented inspection of the catering facility and food preparation arrangements?		
7	Are the drink dispensers clean & free of spills?		
8	Is all lighting satisfactory?		
9	Is the area free of pests?		
<b>F</b>	<b>Labor camps minimum requirements</b>		
1	Is there a process in place for occupants to report repair and maintenance issues?		
2	Camp area well kept and maintained?		
3	Constant supply of electricity, with back-up generator?		
4	Evidence of fire precautions and monthly inspection of fire prevention equipment?		
5	Mosque facilities available?		
6	A sanitary crew available for cleaning arrangements and deep cleaning program?		
7	Camp is free from standing water?		
8	Documented monthly electrical safety inspections?		
<b>G</b>	<b>Cleaning Chemicals and Cleaning Equipment</b>		
1	Have all persons been trained in using the chemicals correctly?		

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2	Cleaning chemicals stored correctly?		
3	MSDS available with stored chemicals?		
4	All chemicals correctly diluted and bottles labeled?		
5	All personal protective equipment (PPE) available?		
6	Is all cleaning equipment maintained and stored correctly?		
<b>H</b>	<b>Living Accommodation</b>		
1	Employees have a minimum of 4 meters squared of living space with a maximum occupancy of 8 employees per room?		
2	Accommodation is clean and tidy?		
3	Separate bed for each camp occupant?		
4	No triple bunk beds?		
5	Mattresses and pillows are in good condition and clean?		
6	Each bed has clean sheets, blankets and pillow cases?		
7	Rooms have adequate lighting?		
8	Is the air conditioner filter clean and maintenance program in place and approved?		
9	Is there a working smoke detector in each room?		
10	Rooms have a minimum of two 13-amp electrical outlets?		
11	No food preparation or storage of food in the rooms?		
12	Evacuation plan is displayed in every room?		
13	Locker available for storing personal belonging?		
14	No smoking in rooms?		
15	No evidence of overcrowding?		
16	Is there fire-fighting equipment in the accommodation?		
17	Is there a deep cleaning program for the accommodation?		
18	Are floors clean and bins available and clean?		
19	Is there any signs of vermin / pest?		
<b>I</b>	<b>Ablution / Latrine Blocks</b>		
1	Are all ablution facilities clean, sanitary and in good operating condition?		
2	Showers clean and private?		
3	Shower facilities have hot and cold running water?		
4	Adequate drainage for waste water?		
5	Each toilet in a private, lockable cubicle?		
6	Sanitary crew available to perform daily cleaning?		
7	Hand wash basins: 1 per 10 employees Shower stalls: 1 per 10 employees		

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	Toilets: 1 per 15 employees Urinals: 1 per 20 men		
8	Are soap and a means of drying hands available?		
9	Is adequate toilet paper provided?		
10	Are toilets clean and disinfected daily?		
<b>J</b>	<b>Laundry</b>		
1	Laundry facilities available for washing and drying clothes?		
2	Clothes which contain industrial contaminants is being washed separately?		
3	Are washing and drying machines operational?		
4	Are electrical plugs/sockets/switches in good repair?		
5	Are lights operational?		
<b>K</b>	<b>Fire Safety Arrangements</b>		
1	Is the emergency number contact details displayed?		
2	Are there trained and designated fire marshals?		
3	Are fire drill performed on a regular basis?		
4	Are there a sufficient number of fire extinguishers/fire hose reel relative to the risk?		
5	Are the fire extinguishers clearly identifiable?		
6	Are fire extinguishers inspected and recorded monthly?		
7	Is emergency lighting installed along all emergency exits and routes?		
8	Assembly point provided and displayed in a designated area?		
9	Are no smoking signs posted at designated areas?		
10	Are emergency signs displayed at designated areas? (directional arrows)		
11	Are walkways, exit route free from obstructions?		
12	Smoke detectors (if applicable) operational?		
<b>L</b>	<b>Healthcare Arrangements</b>		
1	First aid box available?		
2	Water testing done monthly, results analyzed?		
3	Evidence of pest control program?		
4	Appropriate disposal of waste water?		
5	Are hazardous waste bins provided?		
6	Are adequate consumables and emergency equipment provided?		

**Signatures:**

AMNS Representative

Camp Representative