

 <p>SMSA P.O. Box 63259 Riyadh 11526, K.S.A.</p>	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC24
	STANDARD OPERATING PROCEDURE for General and EHS Inspection for Warehouse	Revision no.	05
		Effective Date	22-04-2025
		Next Revision Date	22-04-2027
		Function	Warehouse
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1.0 PURPOSE

1.1 Procedure for General and EHS Inspection for Warehouse.

2.0 SCOPE

2.1 This procedure is applicable in SMSA-NUPCO Healthcare.

3.0 ABBREVIATIONS/DEFINITION

No.	Term	Description
1	SOP	Standard Operating Procedure
2	EHS	Environment Health and Safety

4.0 RESPONSIBILITY

4.1 It is the responsibility of the SMSA Utility Executive or Designee to make sure that the Inspection is being done properly and recorded in Annexures.

4.2 It is the responsibility of the SMSA Project Manager to make sure for Compliance of SOP.

5.0 PRECAUTION/INSTRUCTION

5.1 General Inspection round should be taken daily and if any observation it should be recorded.

6.0 PROCEDURE

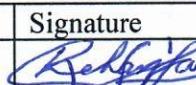
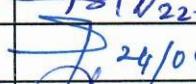
6.1 Daily General Inspection round should be take twice a day and records to be filled as per Annexure-1.

6.2 Weekly General Inspection and EHS Inspection should be taken once a week and records to be filled as per Annexure-2.

6.3 If any Observation noted during Weekly inspection the below should be followed:

6.3.1 For Observation related to Maintenance ticket will be opened.

6.3.2 If there is EHS related observation then Incident to be logged in and should be forwarded to concern person.

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAFAI UTILITY EXECUTIVE	 22-04-2025
Reviewer (Process Owner)	M. J. M. Javed Warehouse Supervisor	 24/04/2025
Approving Authority	PASVIT SINGH	 24/04/2025

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6.3.3 CAPA to be filled for all issues identified.
 6.3.4 If any incident with potential to affect health and safety or progressive pollution to environment and high priority incident shall be initiated and immediately inform to Project Manager.

7.0 RECORD

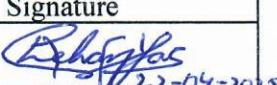
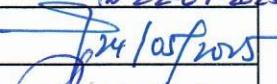
Title of Record	Custodian	Retention Period
Daily Inspection Checklist	Utility Executive	Indefinite
Weekly Inspection Checklist	Utility Executive	Indefinite

8.0 Attachment

8.1 Annexure-I.
 8.2 Annexure-II.

9.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	01-07-2017	New Document	NA

Author/ Originator of Doc Change	Name & Designation	Signature
	REHAN YAFAI UTILITY EXECUTIVE	 22-04-2025
Reviewer (Process Owner)	M. J. M. Farooq Warehouse Inspection	 24/05/2025
Approving Authority	JASOIT SM	 22-04-2025

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01	18-02-2018	Change made in SOP as follows <ul style="list-style-type: none"> • SOP Documents ID Amended as SMSA-HC unique ID Format for all General Inspection for Warehouse. • Amended SOP title from General Inspection for Warehouse to General and EHS Inspection for Warehouse. • Obsolete old Annexure-II checklist and added new Annexure-II checklist • Added new point 6.3; • Added new point 6.3.1 • Added new point 6.3.2 • Added new point 6.3.3 • Added new point 6.3.4 • Added new Environment checkpoint in Annexure -II in various sections 	
02	09-04-2019		
03	15-12-2021		
04	01-05-2023	<ul style="list-style-type: none"> • Periodic Review and No changed required • Amended Annexure -I • Amended Annexure -II 	
05	22-04-2025	<ul style="list-style-type: none"> • Amended Annexure -I • Amended Annexure -II 	

Author/ Originator of Doc Change	Name & Designation	Signature
	TREKAN YAFAI UTILITY EXECUTIVE	<i>Rehaf</i> 22-04-2025
Reviewer (Process Owner)	M. J. M. Jarrafi Warehouse Supervisor	<i>J. M. J. M. Jarrafi</i> 24/05/2025
Approving Authority	JASANT SINGH 22/6 hours	

Annexure-I
DAILY INSPECTION CHECKLIST

SMSA
 P.O. Box 63529 Riyadh 11526, KSA.

Date:

Sr. No.	Checkpoints	Time		Remarks
		Morning()	Evening()	
1	Check all the lights working			
2	Check all the Electric panels inside			
3	Check AHUs running			
4	Check all the Electric Panels outside			
5	Check running of all Cold Chambers & Freezer Room			
6	Check all Temperature sensors of Warehouse & Cold room & Freezer Room			
7	Check underground water tank level			

NOTES:-

Checked By:	
Verified By:	

Annexure-II

EHS Representative	Date	Day	
Premises/Facility	Department		Floor Levels/Storey
General Requirements	Yes	No	Remarks
Are all members of staff aware of the EHS procedures?			
Is access controlled to authorized staff/ staff working in authorized areas?			
Is Visitors Log being used?			
Are premises keys controlled & Key register in use?			
Is there a First Aid Kit - is it available and properly stocked?			
Restrooms			
Are Water Conservation signage available?			
Is water flow in toilets controlled/ any faucet fitting require change? (Any leaks that needs fixings)			
Ensure rest rooms do not emit bad smells/clean.			
Is the ventilation fan working?			
Are Hand Dryers in use instead of tissue papers?			
Are Yellow warning signage/ Wet floor/slipping for the cleaners in use?			
Are the cleaning materials stacked properly in one area?			
Kitchen/ Canteen (if applicable)			
Is the Kitchen and kitchen floor, sink and counters clean?			
Are cleaning materials separate from food items?			
Are the kitchen tools used clean and properly placed?			
Are the electrical appliances used in the kitchen properly working?			
Are the electrical connections for appliances used in the kitchen safe?			
Work Stations, Stairs			
Are stairs safe and undamaged?			
Is First Aiders' list available in each Staff Notice Board at each floor?			
Are electrical wires organized under the work stations and well tidy?			
Are the electrical sockets checked to ensure no overload?			
Are photocopies, computers, scanner etc...clean and no dust signs available?			
Warehouse			
All racks labelled?			
Protective clothing worn?			
All signage displayed correctly?			
Are all AHU's fixed properly?			
Is required temperature being maintained?			
Floor marking, pallet storage marking, vehicle parking marking in order?			
Extractor fans maintained in good working order.			
Are the Inbound/Outbound (Operational area) shutters (switch, remote controls e.t.c) in working order?			
Forklift			
Are pre checks carried out before the shift on forklift?			
check if checklist is signed on daily basis?			
Do all forklift have mirrors?			
Are all forklift operator trained and have Driving license?			
Corridors/Passages			

Annexure-II

EHS Representative	Date	Day
Premises/Facility	Department	Floor Levels/Storey -

Are Emergency Lights working and tested on a regular bases?			
Are all Fire extinguishers mounted on the wall?			
All Fire extinguisher up to date?			
Is there a First Aid Kit - is it available and properly stocked?			
Are the lightning levels adequate?			
Are glass doors obvious when closed?			
Is the inside lightning working and in order?			
Are clear bags used for rubbish?			
Are emergency number available i.e. QRM, Fire, Police			
Are the windows, doors and building secure?			
Emergency alarm doors working?			
In Office, are Carpets/wood/tiles... etc safe?			
Is the yellow tape available on door steps in each floor entrance?			
Is signage available (Assembly Area) in case of fire?			
Are Fire extinguishers in the right locations?			
Is the Fire extinguishers inspection up to date?			
Is the Emergency lighting in use and on charge?			
Are there any materials blocking smoke detectors or exit points?			
Are all emergency exits kept clear including emergency stairs? (if applicable)			
Fire Action Signage available at the emergency exits?			
Are No smoking signage available on Fire Exits/Facility locations.			
Are spill kits available at proper location with signage and procedure followed in case of spills?			
Facility Environmental Conditions			
Is there Electricity/ Power Conservation signage?			
Is the "Keep doors close" signage to conserve electricity on air conditioners available and practiced. Are there any holes/cracks in the walls/ceiling/roof?			
Is Waste Segregation bins available with signage?(General waste/hazardous waste/ paper recycling, plastic recycling and cardboard recycling)			
Is the waste management and pollution control procedure followed/practiced?			
Is the Air conditioning/ General working Environment in order?			
Warehouse Entrance & Assembly Area			
Is the outside area/ Front Parking clean and tidy?			
Is the outside area/ Assembly area clean and tidy?			
Is there any maintenance work while being carried out in the building and the EHS Policy followed?			
Generator/Chiller & Pump Area			
Is shed clean?			
Is earthing done for all machines?			
Are under ground water tanks covered properly?			
Is cable dressing done?			
Any fuel leakage from fuel tank?			
All electrical panel doors are fine?			
Is the "PPE's" signage's displayed and complied?			
Are all machines in good condition?			