

# ENGINEERING WORKSHOP & STORES AUDIT CHECKLIST

## AFME-BRC-ENG-F04

Routine self-audit of engineering workshops, stores and mobile engineering areas.

|                |                      |                |               |
|----------------|----------------------|----------------|---------------|
| Site / Company | [Enter site/company] | Date           | [dd/mm/yyyy]  |
| Department     | Engineering          | Completed by   | [Name / role] |
| Area / Asset   | [Enter]              | Reference / WO | [Enter]       |

### Workshop housekeeping

| Check                    | Requirement / question                                                        | Y                        | N                        | N/A                      | Evidence / action |
|--------------------------|-------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Floors, benches and work areas clean and free from uncontrolled swarf/debris. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Waste/scrap removed suitably.                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Dirty dismantled components segregated from clean/food-contact components.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | No pest harbourage or uncontrolled food/drink.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |

### Tools & foreign-body control

| Check                    | Requirement / question                                           | Y                        | N                        | N/A                      | Evidence / action |
|--------------------------|------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Tool storage orderly; damaged tools removed.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Blades, drill bits, wire brushes and breakable items controlled. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Mobile toolboxes used in production clean and zone-suitable.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Small fixings/loose parts stored in controlled containers.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |

### Chemicals & lubricants

| Check                    | Requirement / question                                                  | Y                        | N                        | N/A                      | Evidence / action |
|--------------------------|-------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Approved chemicals/lubricants identified and labelled.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Food-grade/H1 lubricant available where incidental contact foreseeable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Decanted containers labelled and closed.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Spill control and segregation suitable.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |

### Spare parts

| Check                    | Requirement / question                                                   | Y                        | N                        | N/A                      | Evidence / action |
|--------------------------|--------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Food-contact parts protected from contamination.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Seals, belts, hoses and elastomers stored to prevent damage/degradation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Unidentified/obsolete/damaged parts segregated.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Critical food-safety spares identified where appropriate.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |

### Fabrication

| Check                    | Requirement / question                                                               | Y                        | N                        | N/A                      | Evidence / action |
|--------------------------|--------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Fabricated parts cleaned/inspected before production.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Welding/grinding debris controlled.                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | Materials suitably specified for hygienic/food-contact use.                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| <input type="checkbox"/> | No hygiene-risk sharp edges, crevices, unsealed hollow sections or poor weld finish. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |

## Action summary

| No. | Finding / risk | Priority H/M/L | Owner | Due | Closed / evidence |
|-----|----------------|----------------|-------|-----|-------------------|
|     |                |                |       |     |                   |
|     |                |                |       |     |                   |
|     |                |                |       |     |                   |
|     |                |                |       |     |                   |
|     |                |                |       |     |                   |
|     |                |                |       |     |                   |

## Authorisation / sign-off

| Role                | Name | Signature / approval | Date |
|---------------------|------|----------------------|------|
| Auditor             |      |                      |      |
| Engineering Manager |      |                      |      |