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Report details for the Event - John Smith 07/05/2024

John Smith 07/05/2024 - Admin Template




07/05/2024



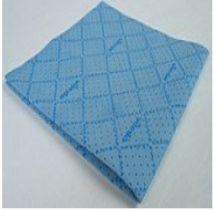
Auditor Details

Question	Answer
<i>First Name</i>	John
<i>Last Name</i>	Smith
<i>Email Address</i>	johns#####@gmail.com
<i>Contact Number</i>	01234 56789
<i>ID Selfie</i>	


Inspection Details

Question	Answer
<i>Office Floor?</i>	2nd Floor
<i>What is the date of the inspection?</i>	30/04/2024
<i>Are all emergency exits clearly marked and unobstructed?</i>	No

Question	Answer
<p><i>Images and notes: Emergency exits issues</i></p>	 <p>Comments: One area needs cleared - access to fire escape stairwell</p>
<p><i>Are fire extinguishers easily accessible and in good condition?</i></p>	<p>No</p>
<p><i>Comments & Images: Fire extinguishers</i></p>	 <p>Comments: Old fire extinguishers need replacing</p>
<p><i>Is the first aid kit fully stocked and readily available?</i></p>	<p>Yes</p>
<p><i>Comments & Images: First aid kit</i></p>	 <p>Comments: Some items missing - kits should be as represented in image here - checks needed</p>
<p><i>Are hazardous materials properly labeled and stored?</i></p>	<p>Yes</p>
<p><i>Is the office properly ventilated?</i></p>	<p>Yes</p>

Question	Answer
<p><i>Are all electrical outlets and cords in good condition?</i></p>	<p>No</p>
<p><i>Comments & Images: Electrical outlets and cords</i></p>	<div data-bbox="486 560 699 768" data-label="Image">  </div> <p>Comments: Incorrect sockets - conference room and kitchen</p>
<p><i>Are workstations ergonomic and set up correctly?</i></p>	<p>No</p>
<p><i>Comments & Images: Workstation ergonomics</i></p>	<div data-bbox="486 1048 699 1249" data-label="Image">  </div> <p>Comments: New chairs delivered - to be rolled out across all floors</p>
<p><i>Are there any safety concerns that need to be addressed immediately?</i></p>	<p>All fire exits to be checked and cleared if necessary. All fire extinguishers to be checked.</p>
<p><i>Comments & Images: Any other concerns?</i></p>	<div data-bbox="486 1608 699 1816" data-label="Image">  </div> <p>Comments: Cleaning teams not using colour coded cloths - dangerous practice - all cleaning cupboards to be audited, cleaning team checklists to be created.</p>

Sign Off

Question	Answer
<i>Signature</i>	
<i>Date & Time</i>	07/05/2024