
	<h1 style="text-align: center;">Quality Workplace (QWP) Audit Checklist</h1>		<b>Document Number:</b>  RF-SS-11.04
	<h2>References</h2>		
<b>Department:</b> Quality Assurance		<b>Effective Date:</b> October 03, 2016	<b>Revision No</b> 0


**F2 Logistics Philippines Inc.**

		<h2 style="text-align: center;">Quality Workplace (QWP) Audit Report</h2>	
<b>Company Name:</b>		<b>Audited By:</b>	
<b>Section Audited:</b>		<b>Attested By:</b>	
<b>Date and Time of Audit:</b>		<b>% QWP Audit RATING:</b>	
<p><b>Positive Findings:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<p><b>Areas for Improvement/Recommendation:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
<hr/> <p style="text-align: center;"><b>Auditor</b> (Printed Name &amp; Signature with Date)</p>		<hr/> <p style="text-align: center;"><b>Auditee</b> (Printed Name &amp; Signature with Date)</p>	
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<div>  <div> <h2 style="text-align: center;">QUALITY WORKPLACE (QWP) AUDIT CHECKLIST</h2> </div> </div>					
Std No.	Group	Checkpoint	Standard	Score	Remarks
1	PERSONNEL	1.1 Over all grooming of personnel	Personnel is neat and clean		
		1.2 Dress Code	<b>Office:</b> 1. Employee ID worn at all times 2. For Girls: Wear shoes w/heels atleast 2 inches Wear smart casual based on HR Memorandum: <b>Monday</b> -Yellow Polo with new Logo shirt w/ Pants <b>Tuesday</b> -Red Polo shirt w/ Pants <b>Wednesday</b> -Yellow Polo shirt w/ Pants <b>Thursday</b> -Black Polo shirt w/ Pants <b>Friday</b> -Smart Casual Attire ( <b>NO MAONG PANTS</b> ) <b>Saturday</b> -Wash day  <b>Warehouse:</b> <b>Inorganic personnel shall wear:</b> <i>Proper Uniform (Depending on the BU)</i> Pants Safety shoes Reflector <i>Hard hat (if needed)</i>		
2	OFFICE	2.1 Tables and Chairs	1. Tables and Chairs are clean, dry, free from dust and has no unnecessary items at the end of the day 2. Office chairs are used for all staff, not monoblocks 3. Unworn jackets/blazers/sweaters is neatly placed on the back rest 4. Only one small pillow is placed on top of chair 5. Chairs squarely tucked under the table and only pillow (if any) left on it		
		2.2 Pedestals	1. Pedestals have a proper label <b>T1-D1</b> <b>T1-D2</b> <b>PERSONAL</b> 2. Drawer 1 and Drawer 2 are only used for storing/filing office supplies, documents, manuals, small equipment 3. Pedestal is closed when not in use		
		2.3 Computers and Laptop	1. Computers/Printers are properly switched off after work 2. Keyboard is tucked under the monitor after work 3. Table top of equipment are clear from papers, files/documents, CDs and office supplies 4. Excess papers are stacked/labeled inside drawers 5. Screens for computer monitors are post-it free 6. Fax machine is in good condition 7. No post it note posted on computer screen/laptop screen		
		2.4 Bulletin Board/Cork Board	1. Corkboards attached with standard cork pins 2. Corkboards are not full of post it pad/paper and shall be organized according to its use		
		2.5 White Board	1. Whiteboard is cleaned every after use 2. Whiteboard markers and erasers are properly arranged		
		2.6 Filing Cabinets/Racks	1. Documents are properly arranged 2. Used only for storing/filing office supplies, documents, manuals, small equipment 3. Files/documents are arranged and labeled inside drawers/cabinets 4. Food and valuables not stored inside		
		2.7 Water Dispenser	1. Free from dust 2. With water supply		
		2.8 Vault	Closed and locked at all times		

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Std No.	Group	Checkpoint	Standard	Score	Remarks
3	COMFORT ROOM		1. Exhaust fan is working 2. Floor and mirror are clean, dry and stain free 3. Drainage is free from foreign matter 4. Liquid soap is available 5. Wash area is leak free, with working faucets and no foul or cigarette odor 6. Flush is working and with adequate supply of water 7. Door is kept closed 8. Used tissue are properly thrown in the trash bin 9. Bowl is clean and flushed every after use 10. With cleaning materials (for bowl, floor)		
4	PANTRY	4.1 Sink	1. With working faucet		
		4.2 Microwave	2. With adequate supply of water		
		4.3 Refrigerator	Clean, working, with no presence of pest and no foul odor		
		4.4 Cabinets	Clean, working, with no presence of pest and no foul odor		
5	LOBBY	5.1 Couch	Clean, working, with no presence of pest and no foul odor		
		5.2 Aircon	Clean and free from pest and has no peel offs		
		5.3 Floors	1. All units are properly maintained and in good working condition 2. Remote is working with remote holder		
6	CONFERENCE ROOM	6.1 Aircon	Floors are easily clean, tiles are free from cracks, and open joints.		
		6.2 Table and Chairs	1. All units should be properly maintained and in good working condition 2. Remote is working with remote holder		
			1. Tables and Chairs have a proper label 2. Table is clean and free from unnecessary items at the end of the day 3. Chairs squarely tucked under the table		
7	EXTERNAL	7.1 Floor	1. Full 360° visibility		
		7.2 Bundy Clock	2. Glass door with lock		
		7.3 Guard House	Guarded and safe		
		7.4 Parking Lot	Shall have a Cigarette Urns & Ashtrays		
		7.5 Smoking Area			

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Std No.	Group	Checkpoint	Standard	Score	Remarks
8	WAREHOUSE	8.1 Racks/Pallets	1. Racks & Pallets are clean and free from possible contamination 2. Correct storage & stacking conditions are observed; No overstocking 3. Proper segregation of food & non-food materials is observed 4. Locator Map is available & updated		
		8.2 Warehouse equipment	All equipment (forklifts, jack lifts, pallets, etc.) are clean and working		
		8.3 PPE	1. All personnel wear protective clothing/equipment and footwear 2. Not worn outside facility during breaks		
		8.4 Line paint	Must be marked and must be visible and wide enough to provide safe clearance in areas with mechanical equipment, loading docks, doorways and turning areas.		
		8.5 Signages & Compliance	1. No personnel observed/with evidence of smoking, eating, drinking & spitting inside the WH area 2. "No Smoking, No Eating, No Drinking, No Spitting" signs are posted		
		8.6 lights	1. All lights in Storage areas have shatterproof diffusers or cover. 2. Adequate lighting is provided		
		8.7 Receiving/Loading areas	Receiving/Loading areas or docks are in good condition and with canopy		
		8.8 Doors & Plastic Curtains	Doors are aligned, no damage and always kept closed Strip or air curtains are used to prevent entry of pests if closing of doors is impractical		
		8.9 Testing Equipment	1. All testing equipment/ temperature monitoring device used in warehouse/ storage are clean, functional and calibrated regularly with Calibration schedule and records 2. Preventive Maintenance for all equipment is implemented 3. PM records are available & complete 4. All other equipment are clean, with no missing parts and functional. No running repairs inside the warehouse		
9	PROGRAMS	9.1 Safety and Risks	1. Active and effective safety program (first aid, fire, flood, typhoon & earthquake) 2. Accident records are available, with no incident of disabling injury 3. There is a Business Continuity/ Contingency Plan/ Program 4. Earthquake and fire drills are done annually		
		9.2 Pest Control	1. Pest Control Program is established Service records are available & updated Note: Pest Control Program should be in place (80% prevention & 20% elimination). All chemicals used are registered with FDA/FPA. 2. Master Cleaning & Sanitation Program are available, monitored and implemented 3. Documents are available & complete		

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Std No.	Group	Checkpoint	Standard	Score	Remarks
10	GENERAL	10.1 Ceiling	Free from dust and cobweb		
		10.2 Floors	1. Floors are clean, free from cracks, and open joints. 2. No unnecessary/personal things blocking the pathways		
		10.3 Walls/Partitions/Dividers	Walls & ceilings are clean, in tack and have no leaks/ gaps/ cracks/ peel offs/ rust or flaking paints		
		10.4 Safety and Security	1. Fire Extinguisher is present and working. 2. All fire extinguisher of Business Unit are checked by provider annually. Locking pin is intact and the tamper seal is unbroken. No damage, corrosion, leakage, or clogged nozzle. 3. Emergency light is present and working. 4. Exit points are not obstructed 5. System in place to ensure restricted access to critical areas Security measures are in place		
		10.5 Generator	Present and working		
		10.6 Windows	Windows & other openings are closed and fitted with insect-proof screen, no damage, and clean		
		10.7 Aircon/Fans	1. All units are properly maintained and in good working condition 2. Remote is working with remote holder		
		10.8 Pest Control/Hygiene	1. Storage areas are pest- and pets-free and free from possible pest harborage 2. Garbage is collected regularly 3. Used tissue for office, comfort room, warehouse, etc., is properly thrown in their designated trash bins 4. Good housekeeping is observed at all times		

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**F2 Global Logistics Inc.**

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7	EXTERNAL	7.1 Floor	Floors are clean, free from cracks, and open joints.		
		7.2 Bundy Clock	Functional and clean and has a electrical outlets		
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		7.4 Parking Lot	Guarded and safe		
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