# Form 07.1 - Site Inspection Checklist

| Form ID | Owner | Evidence location | Complete when |
|---|---|---|---|
| 07.1 | Project Manager / Site Supervisor | Breadcrumb; PIMS for systemic findings | Monthly or risk-based site inspection |
| Use: Check site controls, record non-conformances and assign corrective actions. | | | |

| Inspection details | |
|---|---|
| **Project name / location:** | |
| **Date:** | |
| **Inspection type:** | ☐ Monthly ☐ High-risk activity ☐ Follow-up ☐ Client / principal contractor request |
| **Inspected by:** | |
| **Workers / service providers observed:** | |
| **Signature:** | |

Complete the critical-control checks first. If a critical control is missing or ineffective, stop or isolate the affected work, record the issue in Breadcrumb, and raise a formal corrective action in PIMS where the issue is systemic, high-risk or overdue.

| Control area | Critical check | Yes | No | N/A | Evidence / action required |
|---|---|---|---|---|---|
| **1. Site readiness and evidence** | Current SSMP, SWMS, permits, inductions and required registers are available for the work underway. | ☐ | ☐ | ☐ | |
| | Mandatory signage, emergency contacts, site rules and injury information are displayed and legible. | ☐ | ☐ | ☐ | |
| | Project risk assessment reflects current site conditions, work sequence and changed hazards. | ☐ | ☐ | ☐ | |
| | Pre-starts, toolbox talks and worker consultation records are current in Breadcrumb. | ☐ | ☐ | ☐ | |
| **2. Public, resident and access control** | Work area is secured from residents, public and unauthorised access by effective barriers or exclusion zones. | ☐ | ☐ | ☐ | |
| | Access, egress, walkways, emergency exits and stairways are clear, stable and protected. | ☐ | ☐ | ☐ | |
| | Interface risks with residents, tenants, pedestrians, vehicles or neighbouring properties are controlled. | ☐ | ☐ | ☐ | |
| **3. High-risk work** | Work at height controls are in place, | ☐ | ☐ | ☐ | |

| Control area | Critical check | Yes | No | N/A | Evidence / action required |
|---|---|---|---|---|---|
| **controls** | inspected and suitable for the task. | | | | |
| | Scaffold, EWP, ladders, edge protection, anchors and fall-arrest equipment are inspected before use. | ☐ | ☐ | ☐ | |
| | Rescue plan is available and workers understand the response where fall-arrest equipment is used. | ☐ | ☐ | ☐ | |
| | Demolition, breakout, excavation, hot works, silica, lead paint or asbestos unexpected-find controls match the SWMS. | ☐ | ☐ | ☐ | |
| | Permits, isolations and hold points are in place before the relevant task starts. | ☐ | ☐ | ☐ | |
| **4. Plant, electrical and equipment** | Plant, tools and equipment are fit for purpose, guarded and operated by competent workers. | ☐ | ☐ | ☐ | |
| | Plant pre-starts, service records, lifting gear inspections and logbooks are current where required. | ☐ | ☐ | ☐ | |
| | Electrical equipment is tested, tagged, protected by RCDs and suitable for site conditions. | ☐ | ☐ | ☐ | |
| **5. Hazardous substances and health risks** | SDS and hazardous substance register are current and accessible. | ☐ | ☐ | ☐ | |
| | Chemicals, paints, solvents, silica-generating materials and waste are labelled, stored and segregated safely. | ☐ | ☐ | ☐ | |
| | Ventilation, dust suppression, exposure controls, PPE and hygiene controls are suitable for the task. | ☐ | ☐ | ☐ | |
| | Manual handling, noise, heat, cold and fatigue risks have been considered and controlled. | ☐ | ☐ | ☐ | |
| **6. Emergency, first aid and fire** | First aid kit, first aider details and emergency response arrangements are available for the site. | ☐ | ☐ | ☐ | |
| | Fire extinguishers and firefighting equipment are accessible, suitable and within inspection date. | ☐ | ☐ | ☐ | |
| | Emergency drill, briefing or evacuation arrangements are current for the project risk profile. | ☐ | ☐ | ☐ | |

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| Control area | Critical check | Yes | No | N/A | Evidence / action required |
|---|---|---|---|---|---|
| **7. Housekeeping and close-out** | Work areas are tidy, lighting is adequate, waste is controlled and slip/trip hazards are removed. | ☐ | ☐ | ☐ | |
| | Previous inspection actions, hazards and non-conformances have been closed or remain actively managed. | ☐ | ☐ | ☐ | |
| | Any item marked No has a responsible person, due date and close-out evidence. | ☐ | ☐ | ☐ | |

**Non-conformance and corrective action register**

| Item # | Non-conformance / risk | Risk (L/M/H) | Corrective action | By whom | Due date |
|---|---|---|---|---|---|
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| Inspection outcome | |
|---|---|
| **Overall site status:** | ☐ Satisfactory ☐ Action required ☐ Work paused / escalated |
| **Immediate escalation required?** | ☐ No ☐ Yes - describe action taken |
| **Follow-up inspection date:** | |