



AWSA Protocol E6

Standard Operating Procedure – Inspection Program

Objective: to ensure the regular inspections to help identify hazards before they result in equipment failure, property damage, injury, or environmental incidents

Equipment/Topic covered: all equipment and buildings at K3 Seeds

Procedure:

1. Responsibilities:

a. Operator:

- i. Conduct a visual pre-operation inspection before each day's use.
- ii. Report defects, damage, or unsafe conditions immediately.
- iii. Do not operate equipment that may present a safety risk.

b. Management:

- i. Ensure inspections are completed and documented.
- ii. Review inspection records.
- iii. Arrange maintenance and repairs as required.
- iv. Remove unsafe equipment from service until repairs are completed.

2. Daily pre-operational inspections:

Prior to operating the equipment, the operator shall visually inspect:

a. General condition

- i. Forks for cracks, bends, or excessive wear.
- ii. Mast, chains, and lift mechanisms for damage.
- iii. Tires for wear, damage, or improper inflation
- iv. Seatbelt conditions and operation.
- v. Overhead guard condition.

b. Fluid levels

- i. Engine oil
- ii. Hydraulic oil
- iii. Coolant
- iv. Battery condition

c. Controls & safety devices

- i. Steering operation
- ii. Brakes and parking brake
- iii. Horn
- iv. Backup alarm



- v. Lights
 - vi. Warning indicators
 - vii. Gauges and display
 - d. Leaks
 - i. Fuel leaks
 - ii. Hydraulic leaks
 - iii. Oil leaks
 - iv. Coolant leaks
 - e. Operation checks
 - i. Raise and lower forks
 - ii. Tilt functions
 - iii. Steering response
 - iv. Brake performance
- 3. Defect Reporting:

If a defect is identified:

 - a. Stop operation immediately if the defect affects safe operation.
 - b. Tag the forklift “Out of Service”.
 - c. Notify management.
 - d. Record the defect on the inspection form.
 - e. Do not return the forklift to service until repairs are completed.
- 4. Maintenance:
 - a. Scheduled maintenance shall be performed according to the manufacturer recommendations.
 - b. Maintenance records shall be retained.
 - c. Repairs shall only be completed by qualified personnel.
- 5. Documentation:
 - a. Inspection records shall be maintained and available for review during audit.
 - b. Maintenance and repair records shall be retained.
- 6. Training:
 - a. Employee operating equipment must:
 - i. Be trained and authorized by K3 Seeds
 - ii. Understand daily inspection requirements
 - iii. Understand defect reporting procedures
 - iv. Demonstrate safe operating practices



7. Review and revision:

- a. These procedures shall be reviewed annually or whenever operational changes occur.
- b. Seek feedback from employees, first aid attendants, supervisors, and safety personnel shall be considered during procedure reviews.

Note: any deviations from this SOP or unexpected issues encountered during the care and use should be reported to the supervisor or safety officer for further evaluation and resolution. Safety should always be the top priority during maintenance activities.



Daily Visual Inspection Sign Off

Date:

Unit(s) #:

<u>Items Checked:</u>	
☐	Visual inspected exterior for: damages, tires for proper inflation/wear/cuts/punctures, and leaking fluids (as applicable.)
☐	Examined and/or tested: lights, forks, mirrors, windows, seatbelts, horn, backup alarm, brake, steering, and lifting/tilting mechanisms for proper function and working order (as applicable.)
☐	Checked: fluid levels (engine oil, hydraulic fluid, coolant, brake fluid, and fuel), signs of leaks, all gauges(fuel, temperature, and oil pressure) for proper readings (as applicable.)
<u>Deficient Items:</u>	
<u>Sign Off:</u>	
Operator Name:	Supervisor Sign Off:



Monthly Equipment Inspection Checklist



Date:

Employee Name:

Unit #:

1. Exterior Inspection:

	Is the equipment free from visible damage (cracks, dents, excessive wear, or corrosion)?	
	Are all guards, shields, and protective covers securely in place?	
	Are all decals, warning labels, and identification markings present and legible?	
	Are tires, wheels, tracks, or undercarriage (if applicable) in good condition?	
	Are steps, ladders, platforms, and handholds secure and free from damage?	

2. Fluid & Mechanical Systems:

	Are engine, hydraulic, coolant, and fuel levels adequate (if applicable)?	
	Are there any visible oil, fuel, coolant, or hydraulic leaks?	
	Are hydraulic hoses, fittings, and cylinders free from leaks or damage?	
	Are belts, chains, sprockets, or drive components in good condition?	

3. Controls & Safety:

	Are all operating controls functioning correctly? (Steering, brakes, emergency stop, horn, backup alarm)	
	Are lifting, moving, rotating, conveying, or feeding mechanisms operating smoothly?	
	Are attachments, implements, or accessories securely attached?	
	Are moving parts free from excessive wear or damage?	

4. Battery:

	Is the battery securely mounted and free from damage (if applicable)?	
	Are lights, warning lights, and indicators functioning properly (if equipped)?	

5. Operation:

	Are mirrors, windows, or cameras clean and unobstructed (if equipped)?	
	Is the equipment free from excessive product buildup that could affect safe operation?	

6. Comments: (Any identified issues should be reported to the supervisor or maintenance department for prompt resolution before further operation.)

7. Sign Off:

Employee Sign Off:	Supervisor Sign Off:
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Monthly Fire Extinguisher Inspection Checklist

Date:

Operators Name:

Location & Units:	1. Location	2. Pressure/Full	3. Pin/Seal/Tag	4. Damage	Corrective Actions
Office					
Emergency Station (ZF363345, #5, ABC)					
Hallway (A93377254, #5, ABC)					
Back Door (A93377405, #5, ABC)					
Spare #1 (A40501820, #10, ABC)					
Warehouse					
East Door (ZP221654, #10, ABC)					
West Door (WR936029, #10, ABC)					
Seed Plant					
Office Back Door (ZP221636, #10, ABC)					
Lunch Room (ZF362459, #5, ABC)					
Garage #1 (ZP221756, #10, ABC)					
Garage # 2 (A93377128, #5, ABC)					
South Wall (ZL581116, #20, ABC)					
Indent (YG846308, #10, ABC)					
Feed Truck Shop					
North Man Door (I74703532, #10, ABC)					
East Man Door (ZP321680, #5, ABC)					
Treater Circle					
Beside Man Door (WR936007, #10, ABC)					
Welding Shop					
Beside Man Door (ZP222567, #10, ABC)					
Drive Thru					
East Man Door (ZP222572, #10, ABC)					
Chem Shed					
East Man Door (XC527771, #10, ABC)					
Generator Shed					
East Man Door (I74703529, #10, ABC)					
Tractors					
T8K - Puma (CB668384, #5, ABC)					
T33K - JD 4040 (I10094790, #5, ABC)					
T50K - Case 130 (A93378065, #5, ABC)					
T57K - New Holland #1 (B8964073, #5, ABC)					
T57K - New Holland #2 (ZP321684, #5, ABC)					
Vehicles					
P32K - 2500 GMC (ZP221752, #10, ABC)					
P34K - Silverado (I10091892, #5, ABC)					
P43K - Fuel Truck (ZH607599, #5, ABC)					



Monthly Fire Extinguisher Inspection Checklist

P44K - F500 (I10091881, #5, ABC)					
P47K - Sprayer Truck (I74914253, #5, ABC)					
P58K - Service Truck (I13758769, #5, ABC)					
B20K - Freightliner (I4304558, #5, ABC)					
B21K - Western Star (I03580055, #5, ABC)					
B37K - SCR Truck (I10085837, #5, ABC)					
Side-by-side (I13758767, #5, ABC)					
Forklifts					
T31K (I74812994, #5, ABC)					
New Forklift (I74812996, #5, ABC)					

2. Sign Off:

Operator Sign Off:

Supervisor Sign Off:

1. Is the fire extinguisher in its designated location, clearly visible and unobstructed?
2. Is the pressure gauge in the operable (green) range and appear full?
3. Is the safety pin in place and the tamper seal intact? Is the annual maintenance tag attached and current, along with the correct information listed (location, serial, size, type)?
4. Is the hose/nozzle free from cracks, damage, or obstructions? Is the extinguisher free from dents, corrosion, rust, leaks, or other physical damage? Is the mounting bracket or cabinet secure and in good condition?

Date:

Operators Name:

First Aid Kit Location:

1. General:	
	Is the first aid kit in its designated location?
	Is the kit clearly identified with a first aid sign?
	Is the kit clean, dry, and free from damage?
	Is the kit easily accessible (not blocked or locked)?
2. Contents:	
	Are all required first aid supplies present according to the kit inventory?
	Are supplies organized and easy to locate?
	Are sterile packages unopened and intact?
	Are scissors, tweezers, and other tools clean and in good condition?
3. Expiry Dates:	
	Have all medications (if applicable) been checked for expiry?
	Have antiseptic wipes, burn dressings, eye wash, and other sterile items been checked for expiry?
	Are no expired items remaining in the kit?
4. Restocking:	
	Have used or missing items been replaced?
	Are sufficient quantities of frequently used items available (bandages, gauze, gloves, etc.)?
	Are disposable gloves stocked in appropriate quantities?
5. AED & Eyewash Stations:	
	Are all eyewash stations in designated locations, free from damage, and checked for expiry?
	Is AED in designated location, free from damage, charged and checked for expiry?
6. Documentation:	
	Is the inventory list current?
	Have deficiencies been recorded?
	Has the inspection been signed and dated?
7. Corrective Actions: (Not already listed.)	
8. Sign Off:	
Operator Sign Off:	Supervisor Sign Off:



Monthly Forklift Operator Inspection Checklist



Date:

Operators Name:

Unit #:

1. Exterior Inspection:

	Check for any visible damage to the forklift body, including dents, scratches, or leaks.	
	Inspect tires for wear, cuts, or punctures. Ensure proper inflation.	
	Examine lights (headlights, brake lights, and turn signals) for functionality.	
	Inspect forks for any signs of bending, cracks, or excessive wear.	
	Ensure proper attachment of any additional equipment such as clamps or extensions.	
	Check seatbelt for functionality and condition.	
	Inspect horn and backup alarm for proper operation.	
	Test the parking brake to ensure it engages and disengages properly.	

2. Fluid Levels:

	Check engine oil, hydraulic fluid, coolant, and brake fluid levels. Top up if necessary.	
	Look for any signs of leaks under the forklift.	

3. Controls:

	Test all controls including steering, brakes, accelerator, and lift controls for responsiveness and proper function.	
	Ensure the emergency brake is functioning correctly.	

4. Battery:

	Inspect battery terminals for cleanliness and tightness.	
	Ensure the battery is securely mounted.	

5. Gauges and Indicators:

	Check all gauges (fuel, temperature, and oil pressure) for proper readings.	
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6. Steering and Suspension:

	Test steering for smooth operation, checking for any excessive play or stiffness.	
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7. Load Handling:

	Ensure the lifting mechanism raises and lowers smoothly and evenly.	
	Test the tilt and side-shift functions for proper operation.	
	Check for any damage or debris on the forks or within the mast.	

8. Comments: (Any identified issues should be reported to the supervisor or maintenance department for prompt resolution before further operation.)

9. Sign Off:

Operator Sign Off:	Supervisor Sign Off:
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Monthly Vehicle Inspection Checklist



Date:

Employee Name:

Unit #:

General:

	Is the vehicle free of visible damage, and clean/free of loose items?	
	Are there any fluid leaks beneath the vehicle?	
	Is proof of insurance and registration current and available in the vehicle?	

Tires & Wheels:

	Are all tires properly inflated and in good condition?	
	Are the wheels and lug nuts secure with no visible damage?	

Lights & Visibility:

	Are all headlights, taillights, brake lights, and signal lights functioning?	
	Are the windshield and windows clean and free of cracks that impair visibility?	
	Are the windshield wipers and washer fluid operating properly?	
	Are the mirrors clean, secure, and properly adjusted?	

Fluids, Battery, & Engine:

	Are engine oil, coolant, brake fluid, and windshield washer fluid at acceptable levels?	
	Are there any signs of fluid leaks in the engine compartment?	
	Is the battery secure and free of corrosion?	
	Does the engine start and idle normally?	
	Are there any unusual warning lights or alarms on the dashboard?	

Brakes & Steering:

	Do the brakes operate properly?	
	Does the parking brake hold the vehicle securely?	
	Does the steering operate normally without excessive play or stiffness?	

Safety Equipment:

	Is the horn functioning properly?	
	Is the seat belt in good condition and operating correctly?	
	Is the fire extinguisher present, fully charged, and accessible?	
	Is the first aid kit present and adequately stocked?	

Corrective Actions: (Identified issues should be reported to supervisor or maintenance department for prompt resolution before further operation.)

9. Sign Off:

Employee Sign Off:	Supervisor Sign Off:
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Monthly Workplace Inspection Checklist



Workplace Location:	Date:
Inspected by:	Job Title:
<u>Building</u>	
Is location secured, with access restricted to authorized personnel only?	
Do all doors open and close properly with entrances and exits clearly marked and free from debris?	
Is the building free from leaks?	
Is adequate lighting available in work areas?	
Are floors, stairs and walkways (overhead) free from debris and tripping hazards?	
Is the feedmill free from excess dust?	
Are headgates, chutes, gates and pens in good condition (no loose rails)?	
Is adequate ventilation provided to prevent the accumulation of fumes or dust?	
<u>Safety Supplies</u>	
Are fire extinguishers easily accessible and in good working condition?	
Is the first aid kit accessible and filled?	
Are fire alarms functional?	
Are spill kits and containment systems available? (applicable K3 Seeds locations)	
<u>Electrical</u>	
Do electrical/breaker boxes look good (no frayed wires, broken switches)?	
Are all electrical components accessible, labeled and free from damage?	
Is the electrical wiring intact, no overloaded outlets or frayed cords?	
<u>Location Equipment</u>	
Are rotating augers, belts, pulleys, and chains properly shielded?	
Are ladders and guards in place?	
Are rollers and conveyors in good working condition?	
Are desks and workstations stable and free from sharp edges?	
Are hand and power tools in good working order and free from defects?	
Are the gun chambers empty and triggers locked?	
Are lockout/tagout procedures in place and used during maintenance?	
<u>Chemicals, Fuel & Medications</u>	
Are all flammable materials and chemicals labeled and stored properly away from heat sources and/or in designated storage areas (fire-resistant cabinets)?	
Are containers free from leaks, corrosion, or damage?	
Are fuel tanks clearly labeled with the type of fuel stored?	
Are fuel tank surfaces free of rust, cracks, or dents?	
Are fuel lines and hoses free from cracks, wears, or leaks?	
Is the fuel tank area free from flammable material?	
Are all needles, syringes, and medications stored in a safe/secure location?	
Are storage areas organized, with clear labels?	
<u>Follow Up Actions Required as Result of Inspection</u>	
Building:	
Safety Supplies:	
Electrical:	
Location Equipment	
Chemicals, Fuel, & Medications:	
Other:	