

WAREHOUSE SETUP CHECKLIST

HanPort Logistics B.V.
123 Havenstraat
Rotterdam, The Netherlands
KvK: 12345678 | VAT: NL123456789B01

Warehouse Name:

Date of Inspection:

31 October 2025

Address:

Supervisor:

Contact Number:

Email:

Warehouse Setup Requirements

#	Inspection Area / Requirement	Compliant (✓/✗)	Remarks
1	Building structure integrity checked		
2	Fire safety equipment installed and certified		
3	Emergency exits clearly marked and accessible		
4	Lighting and ventilation operational		
5	Racking system installed per EN 15635 standards		
6	Loading docks and safety barriers inspected		
7	Forklifts and MHE checked with valid certificates		
8	Security system (CCTV, alarms) installed		
9	Waste management and spill kits available		
10	Staff training records and safety instructions visible		

Additional Comments / Observations

Inspection Sign-Off

Inspector Name:

Warehouse Supervisor:

Signature:

Signature:

Date:

Date:

Compliance Declaration

This checklist has been completed according to EU safety and warehouse operation regulations (Directive 89/391/EEC, EN 15635, ISO 45001:2018). All items are verified by responsible personnel.