

SITE SURVEY REPORT

Internal Audit: Site Safety

Prepared for	Hilltop Logistics (sample organisation)
Date	25 Sep 2026
Site	Unit 2, Hilltop Distribution Centre
Prepared by	M. Clarke, Internal Auditor

Sample report. The property, people and organisation are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was found and when. It does not certify compliance with any law or standard.

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1. Audit details

Audit reference	IA-2026-031 (sample)
Site	Unit 2, Hilltop Distribution Centre
Type of audit	Internal audit, carried out by the organisation on its own site
Objective	To check that site safety arrangements for escape routes, first aid and fire equipment are in place and working as the organisation's procedures say
Scope	Warehouse aisles 1 to 8, first aid point, office kitchen, and the records held in the site office
Audit criteria	Site fire safety procedure, site first aid procedure, housekeeping standard, and the legal duties and guidance listed in section 6
Auditor	M. Clarke, Internal Auditor. Does not work in the warehouse or facilities teams
Auditees	P. Hughes, Warehouse Manager, and S. Begum, Facilities Coordinator
Date and time	Fri 25 Sep 2026, 09:30 to 11:40
Previous audit	IA-2026-012, 20 Mar 2026. Three actions raised, all closed
Areas not audited	Loading bays and yard (separate audit). Mezzanine closed for racking work

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2. How the audit was carried out and graded

Opening meeting	09:30 with the warehouse manager. Scope, criteria and grading explained
Methods	Walk round with photographs and spoken notes, checks of equipment labels, review of records, short interviews
Sample	All 8 aisles walked. 1 of 2 first aid points. 4 of 14 extinguishers. Records for the last 12 weeks
People spoken to	Warehouse manager, facilities coordinator, two warehouse operatives, one first aider
Limits	An audit is a sample taken on one day. Conditions at other times may differ
Grade: conforms	The requirement was met in the sample seen

Grade: major nonconformity	The arrangement is missing or has failed, or people are at risk now. Action within 7 days
Grade: minor nonconformity	A single lapse in an arrangement that otherwise works. Action within 30 days
Grade: observation	The requirement is met. A point for improvement, reviewed at the next audit
Basis of the grades	These grades and timescales come from the organisation's own audit procedure. They are not set by law

3. Evidence from the audit walk

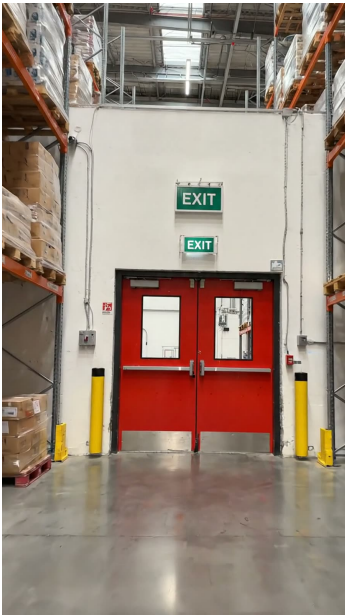
WALK CAM

Site safety audit walk, Unit 2

Warehouse, first aid point and office kitchen · Internal audit: site safety

1. Walkways and exits

Aisle 4 clear, fire exit marked and unobstructed. Conforms. Racking end frames undamaged. Two green exit signs above the double doors, the lower one lit. Push bars on both leaves. Yellow bollards and corner guards in place each side. Pallets are inside the bay lines, nothing stored in front of the doors.



2. First aid provision

First aid box stocked, eyewash in date. Conforms. Green box with white cross, wall mounted at the first aid point. Lid closes and latches. Two sealed eyewash bottles in the holder below, 500 millilitres each, expiry November 2026. Contents checked against the list inside the lid, nothing missing.



3. Fire equipment

Extinguisher service tag out of date. Minor finding, facilities to action. Office kitchen. Extinguisher is on its bracket, hose fitted, gauge needle in the green. Service label shows last service August 2025. Fire blanket beside it, in its case, sign above. Nothing stored in front of either.



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4. Requirements checked: warehouse and first aid

W1. Routes to fire exits are clear	Conforms. All 8 aisles walked. Photographed, aisle 4
W2. Fire exits are marked with signs	Conforms. Signs above each exit seen
W3. Exit doors open easily from inside	Conforms. Push bars tried on 3 exits, all opened
W4. Floors and walkways are free from obstruction	Observation. Shrink wrap offcuts on the floor in aisle 6. Removed during the audit
W5. Racking end frames and guards are undamaged	Conforms. Aisles 1 to 8, no damage seen
A1. First aid box is marked, easy to reach and stocked	Conforms. Contents match the list inside the lid
A2. Contents and eyewash are in date	Conforms. Earliest expiry is the eyewash, November 2026
A3. Checks of the box are recorded	Observation. Checks are done each month but the record is kept in the site office, not at the first aid point
A4. First aiders are trained and named on the notice	Conforms. 3 first aiders listed, certificates seen, all in date

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5. Requirements checked: fire equipment and records

E1. Extinguishers are in place, signed and easy to reach	Conforms. 4 of 14 sampled
E2. Gauge in the green, pin and seal in place	Conforms. 4 of 4 sampled
E3. Annual service is in date	Minor nonconformity. Office kitchen extinguisher last serviced August 2025. Other 3 sampled were serviced June 2026
E4. Fire blanket is in place and easy to reach	Conforms. Office kitchen
E5. Monthly visual checks are recorded	Minor nonconformity. No entries in the check record for July and August 2026
R1. First aid needs assessment is current	Conforms. Reviewed February 2026
R2. Fire risk assessment has been reviewed	Conforms. Reviewed January 2026 by the organisation's fire risk assessor
R3. Actions from the previous audit are closed	Conforms. 3 of 3 closed, with evidence

R4. Induction and fire drill records are kept Conforms. Last drill 12 Jun 2026. Records for 5 new starters seen

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6. What the criteria are based on

Monitoring and review	Management of Health and Safety at Work Regulations 1999, regulation 5. Employers must have arrangements for planning, organisation, control, monitoring and review of their preventive and protective measures
Escape routes and exits	Regulatory Reform (Fire Safety) Order 2005, article 14. Routes to emergency exits and the exits themselves must be kept clear at all times
Floors and walkways	Workplace (Health, Safety and Welfare) Regulations 1992, regulation 12(3). Kept free from obstructions so far as is reasonably practicable
First aid	Health and Safety (First-Aid) Regulations 1981, regulation 3. HSE guidance L74 says contents should be examined frequently and not used past their expiry date
Fire equipment	Fire Safety Order, articles 13 and 17. Equipment must be easy to reach and kept under a suitable system of maintenance
Extinguisher checks	Home Office guidance for factories and warehouses. A monthly check should be enough in normal conditions, with maintenance by a competent person each year. This is guidance

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7. Summary of results

Requirements checked	18
Conforms	14
Major nonconformities	0
Minor nonconformities	2
Observations	2
Share conforming	78% (14 of 18)
Conclusion	Escape routes and first aid arrangements were working in the sample seen. Two lapses were found in the checking and servicing of fire extinguishers

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8. Findings and corrective actions

Finding 1 (E3)	Minor nonconformity. Office kitchen extinguisher is past its annual service. Evidence: photographs and service label, Walk Cam point 3
Finding 1, action	Service or replace the extinguisher. Check the service dates on the other 10 not sampled. Owner: facilities coordinator. Due Fri 9 Oct 2026
Finding 2 (E5)	Minor nonconformity. Monthly extinguisher check record has no entries for July and August 2026. Evidence: photograph of the record sheet
Finding 2, action	Find out why the checks were missed, name a deputy for the check and restart the record. Owner: facilities coordinator. Due Fri 23 Oct 2026
Finding 3 (W4)	Observation. Shrink wrap offcuts on the floor in aisle 6. Evidence: photograph before removal
Finding 3, action	Add a waste bin at the wrapping station in aisle 6. Owner: warehouse manager. Review at the next audit
Finding 4 (A3)	Observation. First aid check record is kept away from the first aid point. Evidence: record seen in the site office
Finding 4, action	Keep a copy of the check sheet at each first aid point. Reorder eyewash before November 2026. Owner: warehouse manager. Review at the next audit

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9. Closing meeting and follow-up

Closing meeting	11:20 with the warehouse manager and facilities coordinator
Findings shared before the auditor left	Yes. All 4 findings shown with their photographs
Auditee response	All 4 findings accepted. No findings disputed
Follow-up check	Mon 26 Oct 2026. The auditor will look at the evidence that actions 1 and 2 were completed and that they worked
Next audit	March 2027
Report sent to	Site manager and health and safety committee

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Sign-off

Auditor M. Clarke, Internal Auditor

Auditor signature

M. Clarke

Auditee P. Hughes, Warehouse Manager, for the auditees

Auditee signature

P. Hughes

Date and time 25 Sep 2026, 11:40