Site Audit Management

*Steps to customizing your checklist*

1. *Enter your company and/or department information*
2. *Select the items you wish to include in your checklist (by default, all items are checked for your convenience - simply uncheck the items you do not wish to include in your checklist)*
3. *Click the "Preview Form" button below.*
4. *Use the "Print and Save" option on the next page. It will allow you to download your customized checklist and distribute it within your organization*

*If you have any questions or require any assistance, please* [*contact us*](http://www.opcleansweep.org/app/feedback.html)*.*

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| --- | --- |
| Company: |  |
| Department: |  |

# Logistics Locations

|  |  |  |
| --- | --- | --- |
| *Bulk hopper car/truck unloading area* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| *Receiving dock - bags and boxes* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

|  |  |  |
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| *Silo area* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

# Transfer Equipment

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| --- | --- | --- |
| *Transfer equipment - blower* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |
| Audited by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Audit Date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| --- | --- | --- |
| *Transfer equipment - bag house* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| *Transfer equipment - line connectors* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: |  | |

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| --- | --- | --- |
| *Box/Bag handling* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| --- | --- | --- |
| *Blending equipment* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| *Processing line - extrusion feed hoppers* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| --- | --- | --- |
| *Sampling areas* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| *Packaging Areas - bulk box* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| --- | --- | --- |
| *Packaging Areas – bag* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| *Warehouse/storage* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

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| *Shipping dock* | | |
| Spill Problem: | YES | NO |
| Cause of spill: |  | |
| Solution: |  | |
| Implementation date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | |

# Approval

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| Audited by: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Audit Date: | \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |
| Manager: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature, Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |