

# Self-inspection checklist



## Risk control for 3<sup>rd</sup> party property in your care

Please note: This is a Vero Insurance sample template only.

Company/Division:		
Performed by:		
Location		
Date:		

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

The risk: Failure to recognise likely impact and respond accordingly						
		Yes	No	N/A	Comments	Completed (date)
Minimise risk of damage to incoming goods (unloading)						
	Shipping containers: We open container doors carefully considering the load within may have moved and is placing pressure on the door. They may open prematurely, in haste and with force which may injure persons and in turn drop the load causing damage to the product. Sometimes we use our forklift to prop the doors preventing premature opening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Truck doors/table top drop downs: Same prevention as with containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We inspect the condition of the delivered goods to our site and the load shape/configuration/condition upon delivery. We take photographs whenever evidence of sustained damage to goods is identified and report to the 3 <sup>rd</sup> party owner and/or transport company as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We always cross-check goods delivered against the delivery dockets at the time of delivery to ensure all goods are received as described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Minimise risk of damage to items during unpacking (i.e. televisions, machines, computers etc.)						
	We have documented standard operator procedures (SOPs) for unpacking, storing, picking and loading of all 3 <sup>rd</sup> party-owned goods with a focus on minimizing risks of accidental damage					
	We have clearly defined designated areas for unpacking the 3 <sup>rd</sup> party goods that is properly sectioned off from vehicle traffic (e.g. forklifts) and can be secured/locked when not attended by operators					
	We inspect packaging upon receipt and record/photograph of damage and then compare to the condition of the item within, reporting any sustained damage of the item to the 3 <sup>rd</sup> party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Heavy/large items remain on the floor during the unpacking process, packaging materials are removed sectionally (the item is not lifted from the package) so not to drop an item from height and inflict damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Small items are placed on a stable desktop with sufficient clear space around for manipulating and removal of packaging. If small and light enough, the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	item may be withdrawn from packaging however, it remains over the bench top and not over the floor during this extraction so if it falls, it will only be minimal distance to the bench top					
	We view the item upon extraction, compare to specifications (i.e. condition, completeness etc.) and immediately report anomalies to the 3 <sup>rd</sup> party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Minimise risk of damage to 3 <sup>rd</sup> party property in storage						
	We have a dedicated area within our premise for the storage of 3 <sup>rd</sup> party owned property, secure and considers protection from inclement weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We take a photo of the property in storage and the immediate surrounding area to capture current condition for reference later as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We regularly inspect this area to ensure maintenance of standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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