



**威煌安全**  
YY WONG SAFETY

**Voluntary REDA/HKCA  
Safety Inspection Report version 3.2**

Project Reference	
Project Description	
Location	
Name of Developer	
Name of Contractor	
Name of Auditor	
Date of Inspection	
Number of workers	
Brief description of works	
Signed by Auditor	

Prepared by
Reviewed by
Signed by



**Voluntary REDA/HKCA Safety Inspection version 3.2  
Opening & Closing Meeting Attendance Record**

Project Reference / Description			
Date			
Opening meeting	from	a.m.	to a.m.
Closing meeting	from	a.m.	to a.m.
Name	Company & Position	Signature	
		Opening	Closing

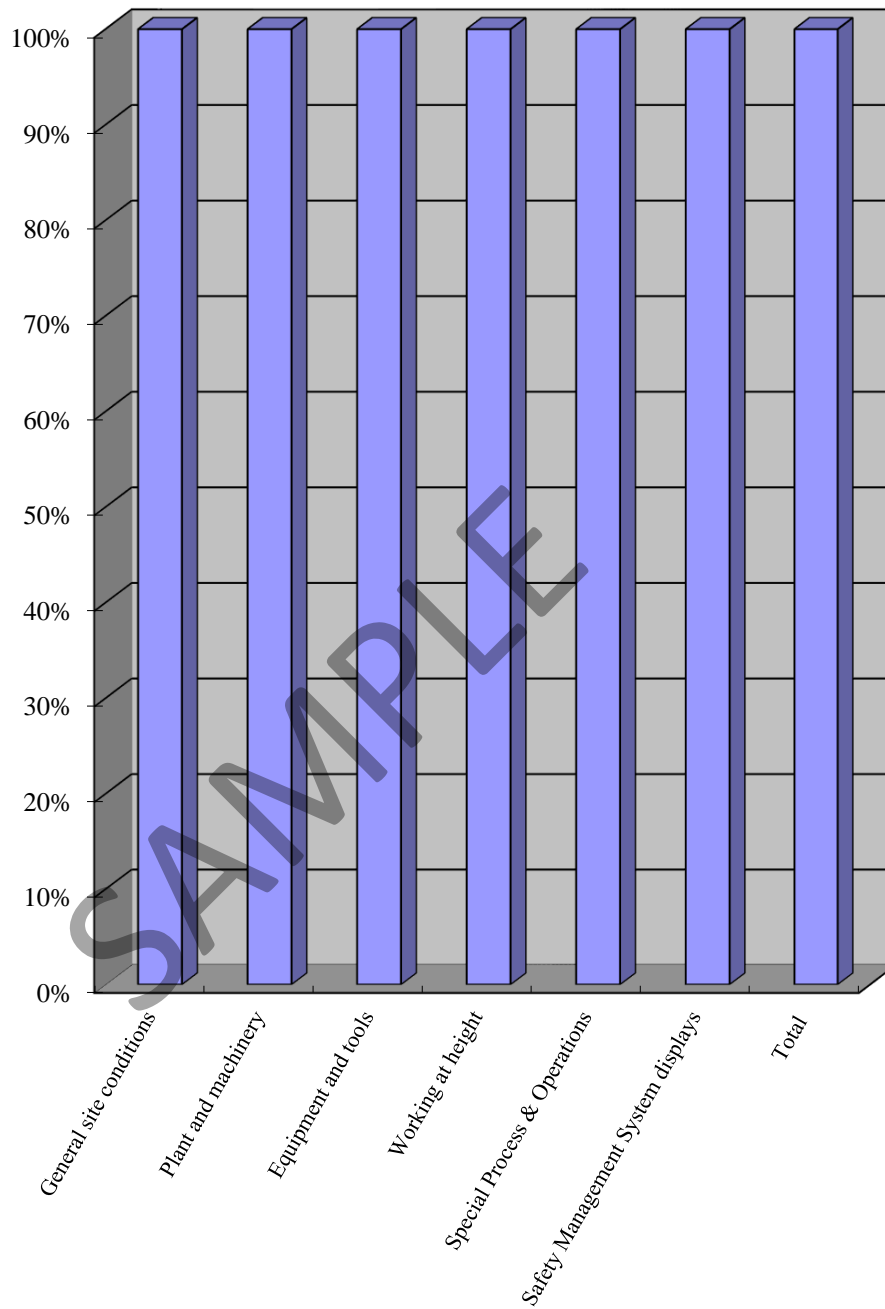
**Project:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_

### Voluntary REDA/HKCA Summary of Inspection Result version 3.2

Groups	Weighted	Individual Description	Individual	Max Score
General site conditions (25 points)	25.00	Housekeeping & Cleanliness	30	30
		Passageway Maintenance	20	20
		Protruding Objects	10	10
		Material and Storage	10	10
		Lighting and Ventilation	10	10
		Use of Electricity	20	20
		Fire Precaution	20	20
		Use of PPE	20	20
		Welfare & Security	10	10
	<b>100.00%</b>	<b>Total</b>	<b>150</b>	<b>150</b>
Plant and Machineries (20 points)	20.00	Cranes	15	15
		Lifting appliance & lighting gears	15	15
		Material hoist	0	0
		Builder's lift & Tower Working Platform	0	0
		Suspended Working Platform and monorail	0	0
		Excavators	0	0
		Other Load Shifting and heavy machineries	15	15
		Power-operated Elevating Work Platforms	15	15
		Air compressors and receivers	0	0
	<b>100.00%</b>	<b>Total</b>	<b>60</b>	<b>60</b>
Equipment and tools (10 points)	10.00	Woodworking machinery	15	15
		Bar bending machine	10	10
		Other small machines	10	10
		Abrasive wheels and cutters	0	0
		Power tools and hand-tools	15	15
	<b>100.00%</b>	<b>Total</b>	<b>50</b>	<b>50</b>
Working at height (25 points)	25.00	Bamboo scaffold	0	0
		Metal scaffold	30	30
		Working platforms	30	30
		Prevention of fall of persons and objects	30	30
		Use of ladders	0	0
	<b>100.00%</b>	<b>Total</b>	<b>90</b>	<b>90</b>
Special Process & Operations (15 points)	15.00	Excavations	0	0
		Electric arc welding	10	10
		Oxygen & acetylene cutting	10	10
		Protection of the public	10	10
		Site traffic & transport	10	10
		Entry into confined space	0	0
		Demolition Works	0	0
		Water-proofing Works	0	0
	0.00	Other Operations	0	-
	<b>100.00%</b>	<b>Total</b>	<b>40</b>	<b>40</b>
Safety Management (5 points)	5.00	Safety Policy	10	10
		Safety Organisation & Training	10	10
		In house Safety Rules	10	10
		Accident and Emergency Preparedness	10	10
		Safety Promotion	10	10
	<b>100.00%</b>	<b>Total</b>	<b>50</b>	<b>50</b>
Total Score	100.00	<b>Overall Score</b>		<b>100.00%</b>
Maximum possible score	100.00			

## Percentage Score



### Voluntary REDA/HKCA Safety Inspection Checklist version 3.2

	Description	A	B	C	D	E	Score	Max	Remarks
<b>1.0</b>	<b>General Site Conditions</b>								
<b>1</b>	<b>Housekeeping and cleanliness</b>								→ Mark N/A if not applicable
	- Scattered loose debris (2)						30	30	
	- Scattered loose building materials (2)								
	- Rubbish not properly cordoned off or collected (2)								
	- Rubbish chute discharge not properly protected (2)								
	- Rubbish chute opening not closed when unused (2)								
	- Storage of materials on passageways (2)								
	- Dust not adequately suppressed (2)								
	- Water logged access and workplace (2)								
	- Dripping water (2)								
	- Others:								
<b>2</b>	<b>Passageway maintenance</b>								→ Mark N/A if not applicable
	- Too narrow (2)						20	20	
	- Not clearly marked or delineated passageway (2)								
	- Tripping hazard on passageway (3)								
	- Obstruction of passageway or exit (3)								
	- Wet and slippery (2)								
	- Uneven walking surface (2)								
	- Walking on reinforcement bars (2)								
	- Not properly lit (2)								
	- Unprotected walkway from entrance to office (2)								
	- Un-delineated walkway from entrance to office (2)								
	- Unstable and makeshift (2)								
	- Others:								
<b>3</b>	<b>Protruding Objects</b>								→ Mark N/A if not applicable
	- Projecting nails from timber near place of work (1)						10	10	
	- Unprotected starter bars near place of work (1)								
	- Protruding objects from walls (1)								
	- Unprotected door lugs (1)								
	- Unprotected end of conduits (1)								
	- Other unprotected and protruding sharp objects (1)								
	- Others:								
<b>4</b>	<b>Material &amp; Storage</b>								→ Mark N/A if not applicable
	- High or unstable storage of materials (3)						10	10	
	- Cylindrical materials not wedged (2)								
	- Untidy and disorganized storage (2)								
	- Chemicals not properly labelled (2)								
	- Handling chemicals without proper PPE (2)								
	- Improper way of manual handling (2)								
	- Obvious overloading of floor or structure (5)								
	- Others:								

	Description	A	B	C	D	E	Score	Max	Remarks
5	<b>Noise, lighting and ventilation</b>								- Mark N/A if not applicable
	- <i>No noise label or noise label not appropriate (2)</i>						10	10	
	- <i>Breakable lighting equipment within reach (2)</i>								
	- <i>Unprotected light bulbs (2)</i>								
	- <i>Emergency lights not provided/working (2)</i>								
	- <i>Inadequate lighting; glare and dark shadow (2)</i>								
	- <i>Inadequate local lighting (2)</i>								
	- <i>Inadequate general ventilation (2)</i>								
	- <i>Inadequate local ventilation (2)</i>								
	- <i>Others:</i>								
6	<b>Use of electricity</b>								- Mark N/A if not applicable
	- <i>Switch box damaged (2)</i>						20	20	
	- <i>Switch box obstructed or not accessible (2)</i>								
	- <i>Switch box door left open (2)</i>								
	- <i>Cable laying across passageways (2)</i>								
	- <i>Cable in water unnecessarily (3)</i>								
	- <i>Use of non-workshop cables (2)</i>								
	- <i>Use of non industrial or mixed plugs and sockets (2)</i>								
	- <i>Obvious overloading of circuit (5)</i>								
	- <i>Exposed live parts (5)</i>								
	- <i>Improper cable connections (2)</i>								
	- <i>Earth leakage protection inadequate (2)</i>								
	- <i>No display of warning signs / or circuit diagram (1)</i>								
	- <i>No display of electrician name and contact (1)</i>								
	- <i>No display of statutory electric shock poster (2)</i>								
	- <i>Others:</i>								
7	<b>Fire Precautions</b>								- Mark N/A if not applicable
	- <i>Inadequate/missing fire extinguisher (2)</i>						20	20	
	- <i>FX not provided to flammable materials (2)</i>								
	- <i>FX obstructed (2)</i>								
	- <i>FX damaged, unusable, expired (2)</i>								
	- <i>Fire hose used for other purposes (2)</i>								
	- <i>Inadequate fire alarm (2)</i>								
	- <i>No display of exit directions (2)</i>								
	- <i>Fire service pumps not provided/non-functional (5)</i>								
	- <i>Hot work without proper protection (3)</i>								
	- <i>Excessive storage of flammable liquids (3)</i>								
	- <i>No "No Smoking" signs near flammable liquids (2)</i>								
	- <i>Flammable liquids stored near generator / plant (3)</i>								
	- <i>Others unprotected fire source (3)</i>								
	- <i>Others:</i>								

	Description	A	B	C	D	E	Score	Max	Remarks
8	Use of PPE								- Mark N/A if not applicable
	- Not wearing safety helmet (2)						20	20	
	- No eye protection (2)								
	- No hearing protector (2)								
	- No breathing mask/apparatus (2)								
	- No gloves or use of improper gloves (2)								
	- Poor or improper footwear (2)								
	- Substandard PPE used (2)								
	- PPE not used properly (2)								
	- Damaged or poorly maintained PPE used (2)								
	- Others:								
9	Welfare and site security								- Mark N/A if not applicable
	- Inadequate toilet provision (5)						10	10	
	- Non-hygienic toilet provision (2)								
	- Inadequate washing facilities near toilet (2)								
	- Non provision of drinking water (2)								
	- Absence of shade and rest places (2)								
	- Inadequate entrance control (2)								
	- Control of worker entrance not tight (3)								
	- Others:								
<b>1.0</b>	<b>General Site Conditions</b>						<b>Total</b>	<b>150</b>	<b>150</b>

Note :

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### Voluntary REDA/HKCA Safety Inspection Checklist version 3.2

	Description	A	B	C	D	E	Score	Max	Remarks
<b>2.0</b>	<b>Plant and Machineries</b>								
<b>1</b>	<b>Cranes</b>								~ Mark N/A if not applicable
	- Test certificates expired / not available (10)						15	15	
	- Weekly inspection not updated (5)								
	- Overlapping tower crane not controlled (10)								
	- Cranes outriggers not extended properly (5)								
	- Slewing crane with narrow gap (5)								
	- Missing/non-function limit switches (5)								
	- Improper lifting practice (5)								
	- Access to tower crane without off-set landing (3)								
	- No display of SWL (3)								
	- Operator without licence (10)								
	- Others:								
<b>2</b>	<b>Lifting appliance and lifting gears</b>								
	- Test certificates of LA expired / not available (10)						15	15	
	- Weekly inspection not updated (5)								
	- Test certificate of LG expired/not available (5)								
	- Using lifting gears improperly (3)								
	- Home made / worn lifting gears (5)								
	- Colour codes for lifting gears not updated (3)								
	- Lifting gear load chart not displayed (1)								
	- Improper rigging method (3)								
	- Lifting of loose of long objects unsafely (3)								
	- Unused lifting gears not properly stored (2)								
	- Improper splicing of wire ropes (3)								
	- Others:								
<b>3</b>	<b>Material hoists</b>						N/A		~ Mark N/A if not applicable
	- Test certificates expired (10)						0	0	
	- Weekly inspection not updated (5)								
	- Protection to hoistway not adequate (3)								
	- Use of winch without automatic brake (5)								
	- Winch allows free fall for descending (5)								
	- Inadequate display of SWL & warning (3)								
	- Barrier to edges of gangway inadequate (3)								
	- Improper device for locking gate in position (3)								
	- Limit switches and interlock not functioning (5)								
	- Improper signalling system (3)								
	- Excessive accumulation of concrete on hoist (3)								
	- Others:								



	Description	A	B	C	D	E	Score	Max	Remarks
4	<b>Builders lift and Tower Working Platforms</b>						N/A		– Mark N/A if not applicable
	- Test certificates expired (10)						0	0	
	- Weekly inspection not updated (5)								
	- Inadequate display of SWL & warning (3)								
	- Operators not licenced (10)								
	- Overloading of lift / TWP (10)								
	- Fence to landing inadequate(5)								
	- Failure to use safety harness properly for TWP (5)								
	- Inadequate protection against falling objects (3)								
	- Others:								
5	<b>Suspended Working Platforms</b>						N/A		– Mark N/A if not applicable
	- Test certificates expired (10)						0	0	
	- Weekly inspection not updated (5)								
	- Inadequate display of SWL & warning (3)								
	- Operators not licenced (10)								
	- Overloading of SWP (10)								
	- Failure to use safety harness properly (5)								
	- Inadequate protection against falling objects (3)								
	- Improper access to mount SWP (3)								
	- Others:								
6	<b>Excavators</b>						N/A		– Mark N/A if not applicable
	- Test certificates expired (10)						0	0	
	- Weekly inspection not updated (5)								
	- Inadequate display of SWL & warning (3)								
	- Operators not licenced (10)								
	- Slewing with narrow gap (5)								
	- Damaged windscreen/mirrors (3)								
	- Operating with machine housing opened (3)								
	- Use of improper split pins and parts (3)								
	- Improper lifting work by excavator (5)								
	- No banksman when working near others (3)								
	- Others:								
7	<b>Other load shifting machines and heavy machines</b>								– Mark N/A if not applicable
	- Test certificates expired / not available (10)						15	15	
	- Weekly inspection not updated (5)								
	- Inadequate display of SWL & warning (3)								
	- Operators not licenced (10)								
	- Operating at improper speed (3)								
	- Operating in improper manner (3)								
	- Others:								

	Description	A	B	C	D	E	Score	Max	Remarks	
8	<b>Power-operated Elevating Work Platforms</b>								– Mark N/A if not applicable	
	- Platform not tested or examined (5)						15	15		
	- Platforms not operated by trained personnel (5)									
	- Warning signs not maintained in legible condition (3)									
	- Regular maintenance not done / recorded (5)									
	- No log book kept with the machine (3)									
	- The public not properly protected (5)									
	- No overriding control at chasis / ground level (3)									
	- No dead man switches provided (3)									
	- Warning signals for out of level not provided (3)									
	- Proper guardrails not provided to the platform (3)									
	- Platform travelling without being lowered (5)									
	- Others:									
9	<b>Air compressors and receivers</b>						N/A		– Mark N/A if not applicable	
	- Test certificates expired / not available (10)						0	0		
	- Air compressor operating with panel open (3)									
	- Air receiver safety valve not sealed (3)									
	- Air compressor without noise label if applicable (2)									
	- Air lines damaged / leaking (3)									
	- Air lines creating tripping hazards (2)									
	- No whipcheck or dislodge protection (3)									
	- Others:									
<b>2.0</b>	<b>Plant and Machineries</b>						<b>Total</b>	<b>60</b>	<b>60</b>	

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Description		A	B	C	D	E	Score	Max	Remarks	
<b>3.0</b>	<b>Equipment and Tools</b>									
<b>1</b>	<b>Woodworking machines</b>								– Mark N/A if not applicable	
	- <i>Improper or no crown guard (5)</i>						15	15		
	- <i>Riving knife not properly installed (3)</i>									
	- <i>Underbench protection not adequate (3)</i>									
	- <i>Magnetic switch not provided (3)</i>									
	- <i>No emergency stop switch / not functioning (3)</i>									
	- <i>Sawdust accumulation excessive (3)</i>									
	- <i>Place around the saw untidy (3)</i>									
	- <i>Guards not in proper position during operation (3)</i>									
	- <i>Push stick not used during operation (3)</i>									
	- <i>No display of safety rules (2)</i>									
	- <i>Use of cotton gloves during operation (3)</i>									
	- <i>Others:</i>									
<b>2</b>	<b>Bar bending machine</b>								– Mark N/A if not applicable	
	- <i>No emergency stop switch / not functioning (3)</i>						10	10		
	- <i>Power cable to machine not protected (3)</i>									
	- <i>No display of safety rules (2)</i>									
	- <i>Machine poorly maintained (3)</i>									
	- <i>Area around equipment poorly maintained (2)</i>									
	- <i>Others:</i>									
<b>3</b>	<b>Other small machines (excluding hand held machines)</b>								– Mark N/A if not applicable	
	- <i>No emergency stop switch / not functioning (3)</i>						10	10		
	- <i>Power cable to machine not protected (3)</i>									
	- <i>No display of safety rules (2)</i>									
	- <i>Machine poorly maintained (3)</i>									
	- <i>Filling up petrol tanks without switching off (5)</i>									
	- <i>Use of improper PPE during work (3)</i>									
	- <i>Area around equipment poorly maintained (2)</i>									
	- <i>No protection to dangerous parts of machine (5)</i>									
	- <i>Others:</i>									
<b>4</b>	<b>Abrasive wheels and cutters</b>						N/A		– Mark N/A if not applicable	
	- <i>Improper or improperly adjusted guards (5)</i>						0	0		
	- <i>No indication of spindle and wheel speed (2)</i>									
	- <i>No display of statutory notice (2)</i>									
	- <i>No display of appointed person for mounting (3)</i>									
	- <i>Tool rest not properly adjusted (2)</i>									
	- <i>Operator not using eye protector (5)</i>									
	- <i>Improper use of tool rest (3)</i>									
	- <i>Use of cotton gloves during operation (2)</i>									
	- <i>Others:</i>									

	Description	A	B	C	D	E	Score	Max	Remarks
5	Power tools and hand tools, etc.								- Mark N/A if not applicable
	- <i>Inaccessible control panel /power source (2)</i>						15	15	
	- <i>Connections to power source unsafe (3)</i>								
	- <i>Damaged and worn tools (3)</i>								
	- <i>Obvious unauthorized alternation to tools (5)</i>								
	- <i>Use of improper tools for job (3)</i>								
	- <i>Failure to use proper PPE during operation (3)</i>								
	- <i>Unfenced dangerous part of tools (5)</i>								
	- <i>Others:</i>								
<b>3.0</b>	<b>Equipment and Tools</b>	<b>Total</b>					<b>50</b>	<b>50</b>	

Note :

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SAMPLE

### Voluntary REDA/HKCA Safety Inspection Checklist version 3.2

	Description	A	B	C	D	E	Score	Max	Remarks
<b>4.0</b>	<b>Working at Height</b>								
1	<b>Bamboo scaffold</b>						N/A		- Mark N/A if not applicable
	- Apparent damaged and broken members (5)						0	0	
	- Missing or members not resting firmly (5)								
	- Deformed scaffold (5)								
	- Tieback and bracing inadequate (5)								
	- Free standing height over 15 m (5)								
	- No access to working platform on scaffold (5)								
	- Excessive storage and debris on scaffold (5)								
	- Accumulation of concrete on scaffold (3)								
	- Form 5 not updated or not properly made (5)								
	- Others:								
2	<b>Metal Scaffold</b>								- Mark N/A if not applicable
	- Apparent damaged and broken members (5)						30	30	
	- Mobile scaffold without locked wheels (5)								
	- Deformed scaffold (5)								
	- Tieback and bracing inadequate (5)								
	- Inappropriate height-base ratio (5)								
	- No access to working platform (5)								
	- Excessive storage and debris on scaffold (5)								
	- Protection for falling objects not adequate (5)								
	- Form 5 not updated or not properly made (5)								
	- Others:								
3	<b>Working platforms</b>								- Mark N/A if not applicable
	- No/substandard working platform under 2 m (3)						30	30	
	- No working platform working over 2 m with no SH (10)								
	- Platform insufficient width (5)								
	- Using small cross section timber as platform (5)								
	- Use flimsy/damaged materials as working platform (5)								
	- Gap between platforms planks too wide (3)								
	- Platforms not fastened in position (3)								
	- Unstable makeshift working platforms (5)								
	- Excessive protrusion of platform beyond support (3)								
	- Others:								

	Description	A	B	C	D	E	Score	Max	Remarks
4	Prevention of fall of person & objects								- Mark N/A if not applicable
	- Missing barrier (10)						30	30	
	- Top barrier insufficient height (5)								
	- Middle barrier missing/not adequate (3)								
	- Toeboards not provided/inadequate (3)								
	- Barrier unsecured in position (5)								
	- Barriers made of flimsy/substandard materials (5)								
	- Slack rope barriers (3)								
	- Barriers not properly maintained (5)								
	- Unprotected floor openings (5)								
	- Loose objects/tools on platform / overhung (3)								
	- Nylon netting damaged with openings (3)								
	- Accumulation of debris on nylon netting (3)								
	- Falling objects observed during inspection (10)								
	- Others:								
5	Use of ladders						N/A		- Mark N/A if not applicable
	- Working over 2 m on ladder (5)						0	0	
	- Makeshift timber ladder (2)								
	- Poorly constructed makeshift ladder (3)								
	- Damaged rung or vertical / unstable trestle ladder (3)								
	- Use of ladder for prolonged work (3)								
	- Use ladder in inappropriate manner (3)								
	- Trestle ladder without rigid spacer (2)								
	- Ladder placed at wrong angle (3)								
	- Ladder not long enough / too long without support (5)								
	- Ladder not fastened or held in position (3)								
	- Others:								
4.0	Working at Height	Total					90	90	

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	Description	A	B	C	D	E	Score	Max	Remarks
<b>5.0</b>	<b>Special Process and Operations</b>								
1	Excavation						N/A		- Mark N/A if not applicable
	- Shoring/support inadequate (5)								
	- Steep slope of excavation without support (5)								
	- No barriers on top of excavation (3)								
	- Barrier flimsy or not adequate (3)								
	- Inadequate means of access (3)								
	- Excessive storage and plant on top (3)						0	0	
	- Exposed cables and utilities not protected (3)								
	- No warning on exposed utilities (2)								
	- Form 4 not available/updated or not properly made (5)								
	- Training or experience of appointed CP inadequate (5)								
	- Others:								
2	Electric arc welding								- Mark N/A if not applicable
	- Use of substandard welding machine (10)								
	- No voltage reduction device (3)								
	- Welding in damp location (3)								
	- Inappropriate welding return (5)								
	- Use of substandard welding shield (3)								
	- Damaged cable or exposed conductor (3)						10	10	
	- Exposed body parts during welding (3)								
	- Welding electrode in clamp left unattended (3)								
	- Welding sparks not protected from falling (5)								
	- Welding arc not protected from other (2)								
	- Others:								
3	Oxygen and acetylene cutting								- Mark N/A if not applicable
	- Cylinders not properly fixed in vertical position (3)								
	- No cage or trolley for cylinder (2)								
	- Excessive storage of cylinders (3)								
	- No flash back arresters/non-return valve (5)								
	- Damaged hose (3)								
	- Damaged meter or gauge (3)								
	- Failure to use proper goggles (3)						10	10	
	- Pressure not released for idling cylinders (3)								
	- Flammable materials/liquids nearby (5)								
	- Cutting sparks not protected from falling (5)								
	- Operator not licenced (5)								
	- Others:								

	Description	A	B	C	D	E	Score	Max	Remarks
4	<b>Protection of the public</b>								– Mark N/A if not applicable
	- Hoarding or fence not complete / damaged (5)						10	10	
	- Hoarding unable to prevent falling objects (3)								
	- Entrance unattended by security (3)								
	- Unauthorized entry allowed (3)								
	- Warning signs not adequate (3)								
	- Walkway for public not adequate (3)								
	- Protrusion & obstruction to public walkway (3)								
	- Work in public area without segregation (5)								
	- Dirty hoarding and columns (3)								
	- Inadequate direction for public (3)								
	- Others:								
5	<b>Site traffic and transport</b>								– Mark N/A if not applicable
	- Site road too narrow/inadequate (3)						10	10	
	- Site roads uneven (3)								
	- Site road muddy (3)								
	- Site road require long backing of lorry (3)								
	- Ineffective control of speeding (3)								
	- No control on vehicle parking (3)								
	- Absence of banksman when reversing (3)								
	- Inadequate wheel washing at exit (3)								
	- Driver taking unsafe position when loading (3)								
	- Lorry without reverse warning signals (3)								
	- Others:								
6	<b>Entry into confined space</b>						N/A		– Mark N/A if not applicable
	- Risk assessment not displayed at entrance (5)						0	0	
	- PTW not displayed or not completed (5)								
	- Un-certified worker into confined space (5)								
	- No watch-out men present (5)								
	- No record of gas testing (5)								
	- No or inadequate ventilation (5)								
	- No rescue equipment at entrance (3)								
	- No security to prevent other from entry (3)								
	- No display of warning notice (3)								
	- Others:								
7	<b>Demolition Works</b>								N/A
	- Lack of fall protection to workers (5)						0	0	
	- Lack of protection against falling objects (3)								
	- Props damaged, deformed, missing (5)								
	- Protection to debris chute inadequate (5)								
	- Access inadequate (3)								
	- Edge protections not adequate (3)								
	- Excess accumulation of debris (3)								
	- Dust not suppressed (3)								
	- Others:								



	Description	A	B	C	D	E	Score	Max	Remarks
8	Water-proofing Work						N/A		- Mark N/A if not applicable
	- Melting vessel not segregated (3)						0	0	
	- Unsafe loading into melting vessel (3)								
	- Unsafe storage of fuel (5)								
	- Inadequate fire precaution (3)								
	- Unsafe hoisting of hot bitumen (3)								
	- Inadequate PPE against burns and splash (3)								
	- Inadequate face protection (3)								
	- Others:								
<b>5.0</b>	<b>Special Process and Operations</b>	<b>Total</b>					<b>40</b>	<b>40</b>	
	<b>Other Operations</b>								
	Describe deficiencies observed and deduct (1) point for each observation						Deduction		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Note :

- Marks are deducted for each observation in the same description up to 5 times.
- If the marks deducted in the group are more than the total marks available, zero marks will be given.
- The number in the Remark column is the reference of the photograph depicting such observation.
- For processes that are not included in the checklist, the auditor can make observations and will deduct 1 point for each observation. Each point deducted will result in a reduction of 1% from the total score of that section.

### Voluntary REDA/HKCA Safety Inspection Checklist version 3.2

	Description	A	B	C	D	E	Score	Max	Remarks
<b>6.0</b>	<b>Safety Management System Displays</b>								
1	Safety Policy								– Mark N/A if not applicable
	- Not signed by CEO or top management (5)						10	10	
	- Policy not reviewed within 2 years (5)								
	- Not displayed on site notice board (5)								
	- Not displayed in office notice board (5)								
	- Not displayed in languages understood by all (3)								
	- Policy displayed in a haphazard manner (2)								
	- Others:								
2	Safety organization and training								– Mark N/A if not applicable
	- Form 4 for Safety Officer not properly displayed (5)						10	10	
	- Form 4 information not correct (3)								
	- Form 5 for Safety Supervisor not properly displayed (5)								
	- Form 5 information not correct (3)								
	- Organisation chart not displayed (2)								
	- Others:								
3	In-house Safety Rules								– Mark N/A if not applicable
	- General rules not displayed on site (3)						10	10	
	- Rules not accessible by workers (2)								
	- Rules not placed at appropriate location/activity (2)								
	- Rules illegible or defaced (2)								
	- Rules on equipment not translated into Chinese (2)								
	- Inappropriate display of rules (2)								
	- Others:								
4	Accidents and emergency preparedness								– Mark N/A if not applicable
	- Accident investigation results not displayed (3)						10	10	
	- Accident statistics from contract start not displayed (3)								
	- Accident statistics wrongly calculated (3)								
	- No display of emergency procedure on site (3)								
	- No display of emergency contacts (3)								
	- No indication of mustering point (3)								
	- First aider insufficient (5)								
	- First aid box insufficient (3 for each box under par)								
	- First aid equipment not adequate in box (3)								
	- First aid team not displayed at FA box (2)								
	- Others:								

	Description	A	B	C	D	E	Score	Max	Remarks
5	Safety Promotion								- Mark N/A if not applicable
	- No safety bulletin board (5)						10	10	
	- No designated and proper bulletin board (2)								
	- Bulletin board in office only (3)								
	- Information on board outdated (3)								
	- Minutes of safety committee meeting not displayed (3)								
	- No newspaper cutting on board (3)								
	- Few posters on site (2)								
	- Others:								
<b>6.0</b>	<b>Safety Management System Displays</b>	<b>Total</b>					<b>50</b>	<b>50</b>	

Note :

- Marks are deducted for each observation in the same description up to 5 times
- If the marks deducted in the group are more than the total marks available, zero marks will be given.
- The number in the Remark column is the reference of the photograph depicting such observation.

SAMPLE