

# Daily Observation Report

Format No.:

Product: \_\_\_\_\_ Date: \_\_\_\_\_ & Time: \_\_\_\_\_

## Product Storage Area

- Product is being properly stored.
- Product is properly store with identifications.
- Product is not damaged.
- Product markings / labels are visible.
- Area is free of hazards.

## Product Work Area

- Work Area is clean.
- Work Area is free of hazards.
- Product is properly stored.
- Product is lifted properly.
- Forms are clean.
- Forms are free of deformities.
- Work area is waste, scrap, unused equipment, and unused material free.
- Equipment are used in works is clean.
- Equipment / machinery are in working order.
- Transport equipment is clean.
- Transport equipment is in working order.
- Lifting equipment is in working order.
- All machinery safe guards are properly installed.

## Final Inspection of Product

- Product is properly identified / labeled / marked.
- Product storage is identified / marked.
- Product is not damaged.
- Product is properly secured and supported.

## Remarks:

Q.C. Supervisor / Signature	Date	Inspected By / Signature	Date