SAFETY

Spill kit inspection checklist

A monthly and after-use check of each spill kit: location and access, seal and contents against the kit's inventory card, condition of absorbents and PPE, and a result that restocks the kit or orders what is missing.

How often: **Monthly, and after every use** Who: **EHS coordinator** **About 10 min** **22 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- A general checklist. It makes no claim about what any regulation requires: what a spill kit must contain, where kits are placed and how spills are reported come from your site's spill response plan and the materials you handle. Put each kit's inventory card in first and check the contents against that card, not against this list.
- Check kits after every use as well as on the schedule. A kit that was opened for a small spill and never restocked passes a glance from across the room and fails when it is needed.
- One record per kit: scan the kit, count what is there, photograph what is missing. A missing item becomes a restock order with an owner, and a kit that is not fit for use is flagged so that the nearest complete kit is known.

Kit

NO.	ITEM	RESULT	NOTES
1	**Scan the kit's tag**	☐ Visited	
2	**Kit location and the area it covers**	_____	
3	**Kit type**	☐ Universal ☐ Oil only ☐ Chemical or hazmat ☐ Other, per the inventory card	

Location and access

NO.	ITEM	RESULT	NOTES
4	**Kit in its marked location, visible and signed**	☐ Pass ☐ Fail ☐ N/A	
5	**Access clear: nothing stored in front of or on top of the kit**	☐ Pass ☐ Fail ☐ N/A	
6	**Container intact: lid, wheels or handles work; no cracks or corrosion**	☐ Pass ☐ Fail ☐ N/A	
7	**Tamper seal or tag intact since the last check**	☐ Pass ☐ Fail ☐ N/A	
8	**Inventory card and spill response instructions present and legible**	☐ Pass ☐ Fail ☐ N/A	

Contents against the inventory card

NO.	ITEM	RESULT	NOTES
9	**Absorbent pads: count matches the card**	☐ Pass ☐ Fail ☐ N/A	
10	**Absorbent socks, booms or pillows: count matches the card**	☐ Pass ☐ Fail ☐ N/A	
11	**Loose absorbent or granules: quantity matches the card**	☐ Pass ☐ Fail ☐ N/A	
12	**Disposal bags, ties and waste labels present**	☐ Pass ☐ Fail ☐ N/A	
13	**PPE listed on the card present: gloves, goggles or face shield, apron or coveralls**	☐ Pass ☐ Fail ☐ N/A	
14	**Drain cover or plug, scoop and dustpan present if listed**	☐ Pass ☐ Fail ☐ N/A	
15	**Items missing or short**	_____	

Condition

NO.	ITEM	RESULT	NOTES
16	**Absorbents dry and in sealed packaging; no water damage or contamination**	☐ Pass ☐ Fail ☐ N/A	
17	**PPE not perished, cracked or brittle**	☐ Pass ☐ Fail ☐ N/A	
18	**No items past the shelf life printed on them**	☐ Pass ☐ Fail ☐ N/A	
19	**Contents match the materials now handled in the area**	☐ Pass ☐ Fail ☐ N/A	

Result

NO.	ITEM	RESULT	NOTES
20	**Photo of any missing or damaged item**	☐ Photo taken	
21	**Result**	☐ Complete and ready for use ☐ Restocked during this check ☐ Incomplete: items ordered, nearest complete kit noted	
22	**Inspector**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

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Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/spill-kit-inspection-checklist.