

COMPREHENSIVE MINING COMPLIANCE & DOCUMENTATION INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Regulatory Compliance

- ☐ Yes ☐ No — All operations comply with national and local mining regulations
- ☐ Yes ☐ No — Environmental permits and approvals are current and accessible
- ☐ Yes ☐ No — Health & safety requirements are documented and implemented
- ☐ Yes ☐ No — Explosives licensing and handling procedures are up to date

Workplace Safety Documentation

- ☐ Yes ☐ No — Safety Data Sheets (SDS) are available and updated
- ☐ Yes ☐ No — Risk assessments and hazard analyses are documented and reviewed
- ☐ Yes ☐ No — Emergency response procedures are documented and distributed
- ☐ Yes ☐ No — Safety signage plans are available and accurate

Employee Training & Certifications

- ☐ Yes ☐ No — All staff have valid certifications for their roles
- ☐ Yes ☐ No — Training logs and attendance records are maintained and current
- ☐ Yes ☐ No — Refresher training is scheduled and tracked regularly
- ☐ Yes ☐ No — New employee safety orientations are documented

Inspection & Audit Records

- ☐ Yes ☐ No — Internal inspection reports are filed and accessible
- ☐ Yes ☐ No — External audit reports are reviewed and addressed
- ☐ Yes ☐ No — Corrective actions from previous audits are tracked and closed
- ☐ Yes ☐ No — Equipment inspection checklists are filled out consistently

Operational Documentation

- ☐ Yes ☐ No — Daily operation logs are maintained accurately
- ☐ Yes ☐ No — Shift handover notes are recorded and reviewed
- ☐ Yes ☐ No — Maintenance schedules and records are documented
- ☐ Yes ☐ No — Incident and near-miss reports are filed and analyzed

Environmental Monitoring Records

- ☐ Yes ☐ No — Air and water quality monitoring logs are current
- ☐ Yes ☐ No — Waste disposal records meet environmental standards
- ☐ Yes ☐ No — Wildlife impact assessments are filed (if applicable)
- ☐ Yes ☐ No — Spill response plans and logs are complete

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

☐ I confirm this inspection was completed accurately

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