# Dadaba Group – Audit Checklist Tables

These are simplified, clean table layouts you can use for the Audit Checklist section. They use fewer columns so they print and display neatly. You can copy and adapt them for different audits.

## HSE Site Audit Checklist

Use this table for safety and environmental checks on sites, offices or warehouses.

| No. | Area / Location | Check Item / Question | Status (Yes / No / N/A) | Remarks / Required Action |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
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| 5 | | | | |
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| 7 | | | | |
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| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |

Example check items: fire exits clear, PPE in use, housekeeping, spill kits available, first aid box stocked.

## ESG & Compliance Checklist

Use this table for higher-level ESG and compliance reviews (policies, governance, reporting, stakeholder issues).

| No. | ESG Theme (Environment / Social / Governance) | Requirement / Question | Status (Compliant / Partial / Non) | Improvement Needed / Owner |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |

Tip: You can later convert this into Excel and apply colour coding (green / amber / red).

## Daily / Weekly Supervisor Checklist

Use this simple format for quick daily or weekly checks by supervisors or site leads.

| Date | Area / Team | Check Item | Status (OK / Not OK) | Comment / Initials |
|---|---|---|---|---|

You can print this and complete by hand or fill it digitally and save as PDF.