



AUDIT FINDINGS LOG

Forbast Group — Master Assessment

Document: D03 | Version: 4.6 | Date: 04/11/2026 | Findings: 4

Findings Summary

Finding ID	Audit Ref #	Section	Audit Item	Priority	Status
F-001	1.1	Management Systems & Programs	Safety Policy & Leadership	[TBD]	[TBD]
F-002	1.5	Management Systems & Programs	Contractor Safety Management	[TBD]	[TBD]
F-003	2.2	Hazardous Energy & Machine Safety	LOTO Periodic Inspection	[TBD]	[TBD]
F-004	8.1	Material Handling, Storage & Infrastructure	Rack & Shelf Stability	[TBD]	[TBD]

Detailed Findings

Finding F-001 [Audit Ref. 1.1] — Safety Policy & Leadership

Section: Management Systems & Programs

Finding ID	F-001
Audit Ref #	1.1
Section	Management Systems & Programs
Audit Item	Safety Policy & Leadership: Documented safety/health policy and management commitment.
What to Verify	Check for a documented safety policy approved and communicated by management; evidence of leadership reviews (meeting minutes, goals).
Why It Matters	Sets safety culture and accountability; required for program credibility.
Inspection Method	Document review, management interview.
Relevant Standards	ANSI/ASSP Z10-2019 §4.2; OSHA Recommended Practices (leadership); OSH Act §5(a)(1) as applicable to recognized serious hazards.
Facility / Area	[To be completed on site]
Equipment / Asset	[To be completed on site]
Specific Location	[To be completed on site]
Immediate Countermeasures	[To be completed on site]
Long-Term Corrective Action	[To be completed on site]
Owner	[Select from: Maintenance, Electrical, Engineering, Operations, Safety, Facilities, Contractor, Management, Other]
Priority	[Select: Critical / High / Medium / Low]

Finding ID	F-001
Status	<i>[Select: Open / In Progress / Pending Verification / Closed / Deferred]</i>
Date Identified	<i>[MM/DD/YYYY]</i>
Target Date	<i>[MM/DD/YYYY]</i>
Date Closed	<i>[MM/DD/YYYY]</i>
Evidence / Photo Ref	<i>[To be completed on site]</i>
Notes	Executive Summary: This finding flags that the facility may lack a clearly documented safety policy backed by visible leadership commitment. In practical terms, this is the foundation of any safety program — without a written policy that leadership actively endorses and reviews, there is no clear accountability structure for safety decisions. For executives, this represents both a regulatory exposure under OSHA’s General Duty Clause and a cultural risk: employees and regulators look for evidence that safety starts at the top.

Finding F-002 [Audit Ref. 1.5] — Contractor Safety Management

Section: Management Systems & Programs

Finding ID	F-002
Audit Ref #	1.5
Section	Management Systems & Programs
Audit Item	Contractor Safety Management: Contractor selection & oversight.
What to Verify	Verify procedures for prequalification, orientation, permits (hot work, LOTO) and supervision of contractors; check that contractors follow site rules.
Why It Matters	Contractors can introduce hazards; OSHA requires controlling multi-employer worksites.
Inspection Method	Doc review, interview, contractor records.
Relevant Standards	OSHA CPL 02-00-124 (multi-employer policy); OSHA 29 CFR 1910.119(h) (PSM contractors).
Facility / Area	<i>[To be completed on site]</i>
Equipment / Asset	<i>[To be completed on site]</i>
Specific Location	<i>[To be completed on site]</i>
Immediate Countermeasures	<i>[To be completed on site]</i>
Long-Term Corrective Action	<i>[To be completed on site]</i>
Owner	<i>[Select from: Maintenance, Electrical, Engineering, Operations, Safety, Facilities, Contractor, Management, Other]</i>
Priority	<i>[Select: Critical / High / Medium / Low]</i>

Finding ID	F-002
Status	<i>[Select: Open / In Progress / Pending Verification / Closed / Deferred]</i>
Date Identified	<i>[MM/DD/YYYY]</i>
Target Date	<i>[MM/DD/YYYY]</i>
Date Closed	<i>[MM/DD/YYYY]</i>
Evidence / Photo Ref	<i>[To be completed on site]</i>
Notes	Executive Summary: This finding identifies gaps in how outside contractors are vetted, trained, and supervised while working at the facility. Contractors who are unfamiliar with site-specific hazards are a leading source of serious incidents in manufacturing environments. For executives, inadequate contractor oversight creates direct liability under OSHA’s multi-employer worksite policy — meaning your facility can be cited for a contractor’s unsafe actions, not just your own employees’.

Finding F-003 [Audit Ref. 2.2] — LOTO Periodic Inspection

Section: Hazardous Energy & Machine Safety

Finding ID	F-003
Audit Ref #	2.2
Section	Hazardous Energy & Machine Safety
Audit Item	LOTO Periodic Inspection: Annual LOTO audit.
What to Verify	Verify that each authorized employee’s lockout procedure is inspected at least annually by an authorized person, documented with date and persons involved.
Why It Matters	OSHA 1910.147 mandates annual audit to ensure compliance and training are effective.
Inspection Method	Doc review (inspection records).
Relevant Standards	OSHA 29 CFR 1910.147(c)(6).
Facility / Area	<i>[To be completed on site]</i>
Equipment / Asset	<i>[To be completed on site]</i>
Specific Location	<i>[To be completed on site]</i>
Immediate Countermeasures	<i>[To be completed on site]</i>
Long-Term Corrective Action	<i>[To be completed on site]</i>
Owner	<i>[Select from: Maintenance, Electrical, Engineering, Operations, Safety, Facilities, Contractor, Management, Other]</i>
Priority	<i>[Select: Critical / High / Medium / Low]</i>

Finding ID	F-003
Status	<i>[Select: Open / In Progress / Pending Verification / Closed / Deferred]</i>
Date Identified	<i>[MM/DD/YYYY]</i>
Target Date	<i>[MM/DD/YYYY]</i>
Date Closed	<i>[MM/DD/YYYY]</i>
Evidence / Photo Ref	<i>[To be completed on site]</i>
Notes	Executive Summary: This finding concerns lockout/tagout (LOTO) — the procedures that ensure machines and equipment cannot accidentally start up while someone is working on them. OSHA requires that every authorized employee’s LOTO procedure be formally inspected at least once per year. LOTO violations are consistently among OSHA’s top 10 most-cited standards, and incidents involving uncontrolled energy release are frequently fatal or cause amputations. For executives, a missed annual LOTO audit is one of the most straightforward citations an OSHA inspector can issue, and it signals systemic maintenance safety gaps.

Finding F-004 [Audit Ref. 8.1] — Rack & Shelf Stability

Section: Material Handling, Storage & Infrastructure

Finding ID	F-004
Audit Ref #	8.1
Section	Material Handling, Storage & Infrastructure
Audit Item	Rack & Shelf Stability: Load limits and condition.
What to Verify	Ensure pallet racks have load ratings posted, are not damaged (bent frames or beams), and that pallet loads are stacked evenly.
Why It Matters	Prevents collapse and falling loads.
Inspection Method	Visual inspection of racks.
Relevant Standards	OSHA 29 CFR 1910.176(b) (stable storage); IBC 2018 §2406.2.1 (racking).
Facility / Area	<i>[To be completed on site]</i>
Equipment / Asset	<i>[To be completed on site]</i>
Specific Location	<i>[To be completed on site]</i>
Immediate Countermeasures	<i>[To be completed on site]</i>
Long-Term Corrective Action	<i>[To be completed on site]</i>
Owner	<i>[Select from: Maintenance, Electrical, Engineering, Operations, Safety, Facilities, Contractor, Management, Other]</i>
Priority	<i>[Select: Critical / High / Medium / Low]</i>

Finding ID	F-004
Status	<i>[Select: Open / In Progress / Pending Verification / Closed / Deferred]</i>
Date Identified	<i>[MM/DD/YYYY]</i>
Target Date	<i>[MM/DD/YYYY]</i>
Date Closed	<i>[MM/DD/YYYY]</i>
Evidence / Photo Ref	<i>[To be completed on site]</i>
Notes	Executive Summary: This finding addresses the structural condition and load management of pallet racking and shelving systems. Damaged or overloaded racks can collapse without warning, potentially causing fatalities, destroying inventory, and shutting down operations. For executives, a rack collapse is a high-severity, low-frequency event that carries enormous financial exposure — worker’s compensation claims, OSHA penalties, product loss, and business interruption. Posting load ratings and inspecting rack condition are straightforward controls that significantly reduce this risk.

Appendix A — Field Definitions

Field	Definition
Finding ID	Unique identifier assigned sequentially (F-001, F-002, etc.).
Audit Ref #	Reference number from the Master Checklist linking this finding to a specific audit item.
Section	The audit category/section from the Master Checklist (e.g., Management Systems, Hazardous Energy).
Audit Item	The specific audit item name and description from the Master Checklist.
What to Verify	Detailed description of what the auditor should check, pulled from the Master Checklist.
Why It Matters	Explanation of the significance and risk associated with this audit item.
Inspection Method	How the audit item should be inspected (document review, visual inspection, interview, measurement).
Relevant Standards	Applicable regulatory codes, OSHA standards, NFPA codes, ANSI standards, or other references.
Facility / Area	The specific facility, building, or general area where the finding was observed.
Equipment / Asset	The specific equipment, machine, or asset involved in the finding.
Specific Location	Precise location details (e.g., floor, room, line number, bay, rack position).
Immediate Countermeasures	Short-term actions taken or required to mitigate the hazard immediately.
Long-Term Corrective Action	Permanent corrective actions planned to eliminate the root cause.
Owner	The person or function responsible for resolving the finding.
Priority	Urgency level: Critical, High, Medium, or Low.
Status	Current state: Open, In Progress, Pending Verification, Closed, or Deferred.
Date Identified	The date the finding was first observed or documented.

Field	Definition
Target Date	The deadline for completing corrective action.
Date Closed	The date the finding was verified as resolved and closed.
Evidence / Photo Ref	Reference to photos, documents, or other evidence supporting the finding.
Notes	Additional context, executive summaries, or supplementary information about the finding.

Appendix B — Dropdown Options Reference

Values sourced from the Lists sheet of the Master Assessment Template.

Field	Available Options
Priority	Critical, High, Medium, Low
Status	Open, In Progress, Pending Verification, Closed, Deferred
Completion Timing	Immediate, 24 hours, 7 days, 30 days, Next shutdown, Capital plan
Owner Function	Maintenance, Electrical, Engineering, Operations, Safety, Facilities, Contractor, Management, Other