Generated file by QChecklists
https://quollnet.com

Audit temporary signage and wayfinding for compliance

Audit temporary signage and wayfinding for compliance with an interactive checklist that’s commentable and export as PDF/Excel. Verify notices, hazard boards, and arrows per plan.

Project:	
Date:	
Filled by:	

Pre-Audit Preparation	
1	Retrieve the latest approved logistics plan and temporary signage schedule; verify revision number/date matches site master and is current; attach plan snapshot to the audit record.
2	Assemble tools: 30 m tape, laser distance meter, spirit level, compass, lux meter, and camera; confirm calibration stickers within 6 months; log serials and calibration dates.
3	Load the sign legend and coding scheme; filter out permanent signs from the checklist scope; note any fixed regulatory signs as ‘excluded’ without recording metrics.
4	Brief team on site hazards, traffic segregation, and PPE (helmet, high-visibility vest, safety footwear); record toolbox talk attendance with names, time, and supervisor signature.

Perimeter and Access Points	
5	Confirm mandatory notices at each public interface/gate are installed at 1.5–2.1 m to sign centre, size ≥ A2, legible at 10 m; capture front-on photos and gate ID.
6	Check gate numbering and directional arrows match the logistics plan; arrows oriented correctly within 5 m of gate; photo with compass bearing and marked plan location.
7	Verify hazard boards at perimeter works (scaffolds, excavations) within 5 m of the risk; weatherproof, intact corners, no delamination; note reflectivity (RA1 or better) and photo evidence.
8	Confirm visitor induction/permit signage on approach to reception positioned within 2 m before the decision point; height 1.5–2.1 m; photo from 10 m showing readability.
9	Identify and exclude permanent signage from counts; log as ‘permanent—excluded’ with photo only if causing confusion; recommend temporary masking or relocation actions if conflicting.

Internal Circulation and Traffic	
10	Verify one-way traffic arrows on haul roads at 15–25 m intervals; orient per plan; measure spacing and capture linear reference photos with distance notes.
11	Check temporary speed limit signs at vehicle entries, bends, and junctions; bottom edge ≥ 1.0 m above ground; readable from ≥ 50 m; record locations and photos.
12	Confirm pedestrian route arrows and confirmation signs every 10–15 m; junction advance arrows ≥ 5 m before turns; sign centre 1.7 m; document distances and images.
13	Ensure crossing controls: STOP/GIVE WAY signs within 2–3 m of stop lines; pair with high-visibility cones/barriers; verify sightlines ≥ 10 m; capture approach photos.
14	Validate night visibility: signs are retro-reflective or illuminated; measure ≥ 10 lux at sign face using a lux meter; attach readings and night photos.

Work Areas and Hazards	
15	Install task-specific hazard boards at workfaces (lifting, hot works, confined spaces) showing supervisor, date, and controls; update daily; photo with current date visible.
16	Place temporary ‘Overhead work’ warnings 10 m before and 10 m after the zone; check under-travel clearance and barrier alignment; record distances and photos.
17	Fit excavation edge warnings and directional signs at 5–10 m spacing around pits; mount to barriers, not ground stakes inside exclusion zones; provide overview photos.
18	Post GHS-compliant chemical storage warnings within 1 m of each store entrance; durable, water-resistant material; verify emergency contact is current; attach close-ups.

Documentation and Closeout	
19	Update the temporary sign register: sign ID, type, condition grade, coordinates (lat/long), photos, and responsible owner; export register to PDF/Excel and attach.
20	Mark up the logistics plan with verified signs and gaps; issue corrective actions with owner and due date; obtain supervisor digital sign-off and archive QR-secured record.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Audit temporary signage and wayfinding for compliance is a focused field process that validates the placement, legibility, and maintenance of temporary notices, hazard boards, and traffic arrows against the approved logistics plan. This temporary wayfinding audit concentrates on construction and shutdown environments where routes, gates, and workfaces change frequently, minimizing confusion and collision risks. The checklist deliberately excludes permanent signs, concentrating only on movable, project-controlled signage for site signage compliance. You will verify mounting heights, spacing intervals, orientation, reflectivity, and night visibility, then capture geotagged photos and mark-ups tied to the latest plan revision. By aligning temporary signs with current routes and access points, crews and visitors navigate safely, deliveries arrive efficiently, and emergency paths remain clear. Use this practical, field-ready tool to standardize evidence, trigger corrective actions, and close out observations promptly. Start in interactive mode to tick items, add comments, assign actions, and export PDF/Excel with a QR-secured record.	1. Preparation: Obtain the latest logistics plan, sign legend, and schedule; gather tape, laser meter, compass, lux meter, PPE, and a camera-enabled device with GPS. 2. Site Conditions: Coordinate access windows, confirm active routes with the supervisor, and brief the team on live traffic controls and exclusion zones. 3. Start Interactive Mode: Open the checklist, select the audit area, tick items as verified, and attach geotagged photos and measurements to each step. 4. Comment and Assign: Add comments for gaps, tag responsible owners, set due dates, and link actions to plan mark-ups for clarity. 5. Export and Share: Generate an export as PDF/Excel with embedded photos and plan overlays; include the QR code for authenticity verification. 6. Sign-Off and Archive: Capture digital signatures, distribute to stakeholders, and archive the audit package by date and plan revision.