



CAMPSITE INSPECTION FORM

Questions about safety or risk control?

Contact our specialists at customer care@adventistrisk.org

CAMP:		DATE:	
EVALUATORS:		TITLE:	
		TITLE:	

▷ SECTION A: GENERAL

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. General layout orderly and organized (cooking area, sleeping area, eating area separated).	YES	NO				
2. Campsite clean and neat.	YES	NO				
3. Boys area and Girls area separated.	YES	NO				
4. Club name or banner prominently displayed and safely anchored.	YES	NO				
5. US Flag on left side as you enter camp, safely anchored and displayed.	YES	NO				
6. US Flag tallest if displayed in a group, safely anchored or displayed.	YES	NO				
7. Pathfinder Flag safely anchored or displayed.	YES	NO				
8. Guidons (one per unit showing unit name) safely anchored or displayed.	YES	NO				
9. Efficient use of available space (obstacles taken into consideration).	YES	NO				
10. Adequate First Aid Kit with a qualified designated provider.	YES	NO				
11. Lighting adequate	YES	NO				
12. Canopies secured with adequate stakes.	YES	NO				



▷ SECTION A: GENERAL (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
13. No extension cords in walkways or inappropriately used.	YES	NO				
14. If generator in use, policy in place for shutdown time for noise reduction.	YES	NO				
15. Guy lines and clothes lines clearly marked and away from walkways.	YES	NO				
16. Campsite free of pot holes or hazards for trip and falls.	YES	NO				
17. Trash containers covered and secured at night to prevent animals from coming into camp.	YES	NO				
18. Tables and chairs in good repair.	YES	NO				
19. Play area is at least 3 feet away from kitchen and cooking area.	YES	NO				
20. Adequate camping equipment for weather conditions.	YES	NO				



▷ SECTION B: TENTS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Tents and sleeping bags are made of a flame retardant material.	YES	NO				
2. All tent poles are in good repair and securely placed.	YES	NO				
3. Is tent located in an appropriate location, boys and girls separated, tents on level ground and free of dead overhead tree limbs?	YES	NO				
4. Are tent and zippers in good repair?	YES	NO				
5. Is there an appropriate ground sheet, if applicable?	YES	NO				
6. Number of campers assigned to tent consistent with tent size and recommendations.	YES	NO				
7. Good housekeeping inside tents.	YES	NO				
8. No prohibited items in tents such as stoves, lanterns, open flames of any kind, food of any kind, or electronic devices.	YES	NO				
9. Tents are securely staked down.	YES	NO				



▷ SECTION C: CAMPFIRE

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Campfire is in designated area, if permitted.	YES	NO				
2. Never left unattended.	YES	NO				
3. Extinguished by pouring water over coals.	YES	NO				
4. Petroleum products such as gas, kerosene, and oil not used on fires.	YES	NO				
5. Fire pit is cleared of debris and grass is cleared 6-8 feet away from fire pit.	YES	NO				
6. Fire safety equipment near campfire (shovel, blanket and bucket of water).	YES	NO				
7. Campfire is free of overhead obstruction and located in an open area away from tents and kitchen.	YES	YES				
8. No fresh wood is used on campfire.	YES	YES				



▷ SECTION D: HYGIENE

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Designated place for hand washing.	YES	NO				
2. Designated area for dishwashing.	YES	NO				
3. Soap and hot water used to clean dishes.	YES	NO				
4. No dirty dishes or pot and pans.	YES	NO				
5. Latrine at least 500 feet away from campsite.	YES	NO				
6. Latrine at least 3 feet deep.	YES	NO				
7. Biodegradable soap used for washing.	YES	NO				
8. Separate towels used for hand washing and dish washing.	YES	NO				

**▷ SECTION E: KITCHEN**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Stove is in an open area free of overhead obstruction.	YES	NO				
2. Adequate wind block, (based on wind direction) to protect any open flame.	YES	NO				
3. Adequate lighting for meal preparation after dark.	YES	NO				
4. Cooking area free of dry leaves and pine needles.	YES	NO				
5. Stove free of flammables and clutter.	YES	NO				
6. Stove is level and secure.	YES	NO				
7. Stove is clean and free of spills.	YES	NO				
8. Adequate cooking utensils and potholders.	YES	NO				
9. Knives are sharp and not lying around on counters but placed in secure location.	YES	NO				
10. Pots and pans on the stove have lids that fit, to prevent splashing of hot liquids.	YES	NO				
11. Appropriate class Fire Extinguisher in kitchen.	YES	NO				
12. Fire Extinguisher check (unexpired) and staff trained in use in the event of a fire.	YES	NO				
13. Cooking oil is securely covered and stored.	YES	NO				
14. Designated area for dish washing away from cooking area.	YES	NO				
15. Designated area for serving food away from cooking and dish washing area.	YES	NO				



▷ **SECTION E: KITCHEN** *(continued...)*

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
16. Stove never left unattended while in use.	YES	NO				
17. Hot Foods Held Above 140°F. (60°C.)	YES	NO				
18. Cold Foods Held Below 40°F. (4.4°C.)	YES	NO				



▷ SECTION F: LANTERNS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Mantels are in good repair and not broken.	YES	NO				
2. If fuel is used, lanterns are filled with funnels.	YES	NO				
3. Lanterns are never left unattended or left to burn overnight.	YES	NO				
4. Lanterns are securely placed in well ventilated location and never in tents or enclosed areas.	YES	NO				
5. Fuels for lanterns are capped and stored away from heat sources.	YES	NO				



▷ SECTION G: PROPANE TANKS/WHITE GAS CYLINDERS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Stored in upright position.	YES	NO				
2. Proper hoses and connectors securely connected and in good repair.	YES	NO				
3. Propane tanks turned off at tank and stove when not in use.	YES	NO				
4. Propane tanks kept out of direct sunlight.	YES	NO				
5. Tanks in area with open ventilation.	YES	NO				
6. Tanks are away for other heat sources (i.e. campfire).	YES	NO				
7. Area free of smell of propane.	YES	NO				
8. Propane tanks have the OPD valves (triangular and not the star shape valve which is obsolete).	YES	NO				
9. Tanks are on level surface and stable.	YES	NO				
10. Tanks are free of damage and rust.	YES	NO				



▷ SECTION H: FOOD STORAGE

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Food stored on the ground.	YES	NO				
2. Cold foods in covered cooler with temperature below 40° F (4 ° C).	YES	NO				
3. Excess water drained from ice chests.	YES	NO				
4. Food left out on counters.	YES	NO				
5. Food stored at night where animals can't access.	YES	NO				
6. Hot foods prepared at 140° F (60° C).	YES	NO				
7. Adequate water supply stored with cover and accessible to campers.	YES	NO				



▷ SECTION I: KNIVES, HATCHETS AND AXES

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Only used by campers with direct supervision.	YES	NO				
2. Kept away for campfire as heat will soften tempered steel.	YES	NO				
3. Edges are sharp and rust free.	YES	NO				
4. Only hatchets and not axes are used by young campers.	YES	NO				
5. Two ax handle length distance maintained between bystanders and individuals using ax.	YES	NO				
6. Knives, hatchets and axes are used in a safe manner.	YES	NO				
7. Hatchet and ax heads are secure and not loose.	YES	NO				
8. When not in use, knives, hatchets and axes are securely stored.	YES	NO				



▷ SECTION J: CAMPING STORAGE

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Adequate access to equipment.	YES	NO				
2. Extra propane tanks are not in enclosed areas or in direct sunlight.	YES	NO				
3. Good housekeeping in storage areas.	YES	NO				



▷ **SECTION K: VEHICLES**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Parked in designated areas.	YES	NO				
2. Keys are removed and vehicles are securely locked.	YES	NO				



▷ SECTION L: SECURITY

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Adequate number of staff and/or counselors assigned to supervise campers.	YES	NO				
2. Buddy system used at all times even when campers go to bathroom facilities.	YES	NO				
3. Campers have flash lights for use at night.	YES	NO				
4. If applicable there is a night watch system in place.	YES	NO				
5. All personal valuables of campers are locked and secured.	YES	NO				