



## **HOTEL & HOSPITALITY INDUSTRY**

### **White Level Inspection Guideline**

#### **What is a White Level Inspection?**

A white level inspection is an inspection by all staff of their respective workplaces for any articles that are unusual, suspicious or unable to be accounted for. White level inspections are conducted so you can be confident that your workplace is secure. As the person who knows your workplace best, you are in the best position to conduct the inspection.

#### **When is a White Level Inspections Conducted?**

White level inspections are undertaken:

- i. Each day upon arrival at work
- ii. On a random basis, as determined by the Manager and
- iii. When instructed by the Manager

#### **How is a White Level Inspections Conducted?**

In conducting a white level inspection the following steps are undertaken:

1. Conduct a visual check of the route to your work area and your workstation. Remember to check all drawers and cupboards that you are responsible for.
2. In addition to your work area, inspect any other inspection areas that have been assigned to you.
3. Once your inspection has been completed, report to your supervisor. You may then resume normal duties.
4. Supervisors will then report results of the inspection in accordance with the reporting arrangements for your workplace.

#### **What do I do if I find an unidentified article?**

1. If the article obviously does not belong where you found it, stop your inspection and inform your supervisor.
2. After confirming that the article does not belong in that location and cannot be identified, your supervisor will remove all personnel from that area and inform security/manager.

However, do not immediately assume that an article is suspicious just because it cannot be identified.



**The following questions may help you assess the article:**

Issue	Yes	No
Is the article hidden?	<input type="checkbox"/>	<input type="checkbox"/>
Is the article obviously suspicious?	<input type="checkbox"/>	<input type="checkbox"/>
Is the article typical of the items in your area?	<input type="checkbox"/>	<input type="checkbox"/>

**If still unsure as to whether the article is out of place, the following should be followed:**

1. Attempt to locate the owner of the article by inquiring with other personnel within your work area.
2. If the article is unable to be accounted for, inform your supervisor. Your supervisor will in turn inform security/manager.
3. Do not touch or move the article until it has been accounted for.
4. Make a note of the articles size, shape, location and any other useful identifying characteristics.
5. Follow all directions given by security. If evacuation occurs, do not return to the area until the 'all clear' has been given.