



## Chemical Room Inspection Checklist

SQF 11.6.4

**Storage Location****Date Inspected****Time of Inspection****Inspected By**

<b>1</b>	<b>Chemical Storage</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
1.1	Are all chemicals in original containers with legible labels?					
1.2	Are Safety Data Sheets (SDS) accessible for all chemicals?					
1.3	Are incompatible chemicals stored separately (e.g., acids from bases)?					
1.4	Are flammable chemicals in flame-resistant cabinets?					
1.5	Is there adequate ventilation in the storage area?					
<b>2</b>	<b>Handling and Usage</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
2.1	Are employees trained in chemical handling?					
2.2	Is appropriate PPE (gloves, goggles, aprons) available and used?					

2.3	Are spill containment measures in place and accessible?					
2.4	Is there a strict protocol for mixing and diluting chemicals?					
<b>3</b>	<b>Safety and Emergency Procedures</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
3.1	Are eye wash stations and safety showers accessible within 10 seconds?					
3.2	Are emergency contact numbers and procedures posted?					
3.3	Are fire extinguishers available and inspected regularly?					
3.4	Is there a spill response kit stocked and accessible?					
3.5	Are employees trained in emergency response for spills and exposures?					
<b>4</b>	<b>Documentation and Compliance</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
4.1	Are chemical inventory logs up-to-date?					
4.2	Are usage logs and waste disposal records maintained and reviewed?					
4.3	Is there documentation of regular safety inspections and audits?					
4.4	Are employee training records on chemical safety kept?					
<b>5</b>	<b>Waste Management</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
5.1	Are hazardous wastes labeled and stored properly until disposal?					
5.2	Are disposal methods compliant with regulations?					

5.3	Are procedures in place to minimize chemical waste?					
<b>6</b>	<b>Facility Maintenance</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
6.1	Are storage shelves and racks in good condition?					
6.2	Is the storage area clean and free from spills and clutter?					
6.3	Are secondary containment measures used for liquid chemicals?					
6.4	Is all electrical equipment in good condition and rated for hazardous environments?					
<b>7</b>	<b>Location and Placement of Storage Area</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
7.1	Is the storage area separated from work areas?					
7.2	Is the emergency exit clear and accessible?					
7.3	Are chemicals stored off the ground and corrosives below eye level?					
7.4	Are water-reactive products protected from water exposure?					
7.5	Are photoreactive products stored in dark containers?					
7.6	Are solid and liquid chemicals separated from compressed gases?					
7.7	Do flammable products have a dedicated storage area?					
<b>8</b>	<b>Signage, Labels, and Visual Appearance</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>

8.1	Is the storage area clearly identified with signage?					
8.2	Is a disposal procedure for expired chemicals posted?					
8.3	Is the room well-illuminated and clean?					
8.4	Are ventilation systems working?					
<b>9</b>	<b>Emergency Treatment and Prevention Systems</b>	<b>Yes</b>	<b>No</b>	<b>Observation/Non-Conformance</b>	<b>Performed by</b>	<b>Performed date/time</b>
9.1	Are firefighting systems (showers, sensors, extinguishers, sprinklers) nearby?					
9.2	Is PPE readily available for staff handling chemicals?					
9.3	Are safety instructions posted near the entrance and storage containers?					
9.4	Are SDS files accessible to staff?					

<b>Verified By</b>
