SDS binder cover and product index

Cover goes first. Log every product on the index and tick the upkeep lines at each review.

Facility _____ **Area served** _____

Binder location _____ **Kept by** _____

Keeper's extension or channel _____ **Last reviewed** _____

Next review _____

Product index

	PRODUCT NAME AS ON LABEL	MAKER	USED IN	SDS DATE	TAB
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Other copies of this binder

	COPY LOCATION	AREA IT SERVES	LAST UPDATED
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☐			
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Tab plan in use (tick one, plus the contractor tab if used)

- ☐ Alphabetical, A to Z
- ☐ By area: production, maintenance, warehouse and docks, restrooms, office
- ☐ By product type: floor care, general cleaners, restroom, degreasers, maintenance fluids
- ☐ Contractor tab at the back for products an outside crew brings in

Upkeep at each review

- [ ] New product: sheet filed and index line added before first use
- [ ] Product leaving the site: sheet removed and index line crossed out
- [ ] Each storage spot walked with the index in hand
- [ ] Every product on the shelf has an index line and a sheet
- [ ] Newer sheet versions from the maker swapped in
- [ ] Review initialed on the cover and next date written
- [ ] Binder returned to its labeled shelf

Notes