SDS binder cover and product list

Fill in the cover, give each product a row, and tick the upkeep lines at every review.

Facility _____ **Binder location** _____

Kept by _____ **Last reviewed** _____

Tab method _____

Product list

	NAME ON THE LABEL	MADE BY	ROOMS OR AREAS	DATE ON SHEET	DIVIDER
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Tabs

- ☐ Tab method picked: alphabetical, by area or by kind of product
- ☐ Tab method written on the cover
- ☐ Every divider labeled
- ☐ Each sheet filed under the divider its row names

Where the binder sits

- ☐ Near where the products are stored
- ☐ At eye level, reachable on any shift without a key
- ☐ Spine label easy to spot

Upkeep

- ☐ New product: sheet filed and row added the day it is shelved
- ☐ Discontinued product: sheet pulled, row struck and dated
- ☐ Periodic check: shelves compared with the list, item by item
- ☐ New date written in Last reviewed
- ☐ Binder back in its spot

Notes