

Inspection Checklist for Chemical Storage

1. Expiration Check

- Verify all chemicals are within their expiration dates.
- Dispose of any expired chemicals according to safety protocols.

2. Container Integrity

- Inspect all containers for signs of damage, leaks, or corrosion.
- Ensure lids and caps are tightly sealed.
- Replace or repair any compromised containers immediately.

3. Labeling Verification

- Confirm that all containers have clear, legible labels.
- Check that labels include the chemical name, hazard symbols, and expiration date.
- Update any labels that are faded, damaged, or missing information.

4. Storage Conditions

- Ensure that temperature & humidity levels are within the recommended ranges for each chemical.
- Verify that chemicals are stored according to compatibility guidelines.
- Check that flammable, corrosive, and reactive materials are stored in appropriate cabinets.

5. Ventilation and Safety Equipment

- Confirm that ventilation systems are functioning properly in storage areas.
- Inspect fume hoods, safety showers, and eye wash stations for proper operation.
- Ensure that fire extinguishers & spill kits are accessible & up to date.

6. Spill and Contamination Control

- Check for any signs of spills or contamination in storage areas.
- Clean up any spills immediately using proper safety procedures.
- Ensure that spill kits are fully stocked & accessible.

7. Security and Access Control

- Verify that storage areas are secured with limited access.
- Ensure that keys or access codes are restricted to authorized personnel only.
- Check that all hazardous materials are stored in locked cabinets or rooms.

8. Inventory Management

- Compare current inventory against records to ensure all chemicals are accounted for.
- Record any discrepancies or missing items & investigate as necessary.
- Update inventory logs with any new chemicals or disposed items.

9. Emergency Preparedness

- Ensure that emergency contact information is up to date and posted in storage areas.
- Confirm that emergency exits are clear & accessible.
- Review and practice emergency response procedures regularly.

10. Documentation and Record Keeping

- Maintain records of all inspections, including dates, findings, and corrective actions taken.
- Keep safety data sheets (SDS) accessible and up to date for all chemicals.
- Ensure compliance with all regulatory requirements & update documentation as needed.

Inspector's Name: _____

Date of Inspection: _____

Comments/Notes: _____

This checklist is intended to assist in maintaining a safe & compliant chemical storage environment by ensuring regular inspections & timely maintenance.