SDS binder cover and product index

Cover in the front sleeve, one index line per product, upkeep ticked at each review.

Facility _____ **Binder location** _____

Kept by _____ **Last reviewed** _____

Product index

	PRODUCT	MANUFACTURER	USED IN	SHEET DATE	SECTION
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					

Sections

- ☐ Sorting style picked: A to Z, by zone or by category
- ☐ Section written on every index line
- ☐ Sheets filed in the same order as the index
- ☐ Spare tabs at the back for a new zone or category

Binder home

- ☐ Shelf labeled so an empty spot is obvious
- ☐ Shelf low enough to reach without a step stool
- ☐ Each extra copy carries its own cover and Binder location line
- ☐ New hires shown the binder shelf in their first days

Through the year

- [ ] New product: sheet filed and index line written before unpacking
- [ ] Product gone: sheet removed and index line crossed out
- [ ] Set rhythm: every closet walked with the index
- [ ] Last reviewed date updated on the cover
- [ ] Empty index lines kept for products still to come

Notes