**Standard Operating Procedure (SOP)**

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| Name of the Factory |  |
| Address |  |
| Title Of the SOP | Monitoring chemical storage requirements of different buyers/brands required for operation. |
| Purpose | To ensure proper chemical Storage in the facility. |
| Objectives | To ensure proper monitoring of all applicable new or changing compliance requirements regarding chemical Storage. |
| Organization  /Monitoring Body |  |
| Communication |  |
| Procedures | 1. All chemical store in good ventilation to keep humidity and temperature at optimal levels. No direct sunlight on chemicals. 2. All chemicals stored according to SDS information. 3. All SDS post in local language available in storage areas. 4. Clear instruction and safety precaution (in local languages) on chemical handling clearly stated in the working area. 5. “Chemical Storage Area “, always visible in all storage areas. 6. Chemicals stored on impervious surfaces in a systematic way and easily identified by labels. 7. All chemicals stored always recorded in Chemical Inventory list (CIL) to avoid excessive storage of dangerous chemicals. The CIL should be updated and reviewed regularly 8. Incompatible chemicals is always stored separately. 9. Chemicals used according to first-in-first-out basis. 10. Chemicals must be sealed when not in use. 11. Food, Beverages and Tobacco is not be allowed in chemical storage area. 12. First aid box, Personal Protective Equipment (PPE) box, Proper extinguisher, emergency shower/eye wash station, spill kits, Secondary containment is always placed in chemical storage area. 13. Chemical storage room is not allowed to enter without permission. |
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| Validity of SOP | Issued on Effective from Revised date  01.01.2022 01.01.2022 01.01.2023 |
| SOP approved by | |