

SDS Summary & Chemical Register

A one-page-per-product summary of a safety data sheet (SDS), with a register page for every product on site. Pages 1 to 3 are for one product (print them once for each product); page 4 is the register. **This form summarises an SDS and never replaces reading it.** The SDS from your supplier is the document that counts; the summary is a short page for the work area, so the people who need it can find the key points and know where the full SDS is. Every hazard entry is written by you from your own SDS: this form prints no classification, pictogram, signal word, limit or storage rule for you. Label and SDS requirements differ by system. The GHS is a United Nations system that each country or region puts into its own rules, so the layout, the pictograms and the wording of an SDS follow the rules that apply where it was made and where you use it. Copy what your SDS says, keep the supplier's revision date, and ask the supplier if anything is unclear. A completed form does not show that you meet a legal requirement. The section titles and the tick lists are examples: change them.

1 Product and supplier

Product name (exactly as on the SDS and on the label)	Register no. (page 4)	Date this summary was written
CAS number (for a mixture, write mixture and take the hazardous components from SDS section 3)	Supplier named on the SDS (company, and its emergency telephone number)	
Summary written by (name, role)	Used for (the use the SDS states, and your own use)	

2 The SDS you hold, and where

SDS date (the revision date in SDS section 16)	SDS version or revision number	SDS language
Rules the SDS says it follows (tick what it names) ☐ GB CLP ☐ EU CLP ☐ US Hazard Communication (OSHA) ☐ Canadian WHMIS ☐ Other GHS-based rules (write) ☐ The SDS does not say		
Where the full SDS is held (binder and shelf, folder path or system), so that it can be reached on every shift 		
Checked against the supplier's latest SDS on (date)	Latest supplier SDS date found, and what changed	

3 Hazard information, copied from SDS section 2

Hazard class and category, written exactly as the SDS gives each one
Signal word and pictograms shown in SDS section 2 (tick only what your SDS shows; do not choose them yourself) ☐ Danger ☐ Warning ☐ No signal word on the SDS ☐ Exploding bomb ☐ Flame ☐ Flame over circle ☐ Gas cylinder ☐ Corrosion ☐ Skull and crossbones ☐ Exclamation mark ☐ Health hazard ☐ Environment ☐ Other symbol (write its name)
Hazard statements: the codes if the SDS gives them, and the wording
Other hazards the SDS names that are not part of the classification

The pictogram names are the nine symbols in the GB CLP list; US Hazard Communication designates eight (it has no environment pictogram), so another system may show fewer or different symbols. Tick the symbols on your SDS and write the name of any other.

4 Key SDS sections to copy (short; if a section says no information, write that)

First aid: SDS section 4 (breathing in, skin, eyes, swallowing; main symptoms; when to get medical help) <hr/> <hr/> <hr/> <hr/> <hr/>	Firefighting: SDS section 5 (extinguishing media to use and not to use; hazards in a fire; firefighters' protection) <hr/> <hr/> <hr/> <hr/> <hr/>
Spill or accidental release: SDS section 6 (personal precautions; how to contain and clean up) <hr/> <hr/> <hr/> <hr/> <hr/>	Handling and storage: SDS section 7 (safe handling; conditions for safe storage) <hr/> <hr/> <hr/> <hr/> <hr/>
Exposure controls and personal protection: SDS section 8 (engineering controls; the protective equipment it names) <hr/> <hr/> <hr/> <hr/> <hr/>	Disposal: SDS section 13 (waste, empty and contaminated packaging) <hr/> <hr/> <hr/> <hr/> <hr/>

The section numbers are those of the 16-section order named on the web page for this template; check them on your own SDS. Some systems let a supplier leave information out of sections 12 to 15, so section 13 may say that none is given: if so, write who you asked about disposal.

5 Exposure limits (from SDS section 8, or the source you name)

Chemical or ingredient	TWA (8 hr)	STEL (15 min)	Ceiling	Units	Source and date of the value

Copy the value and name where it comes from, such as the SDS or a national list. Values from different lists are not interchangeable: write the source every time.

6 Storage incompatibilities

Incompatible materials and conditions to avoid, copied from SDS sections 7 and 10 <hr/> <hr/> <hr/> <hr/> <hr/>
Where it is stored, and how it is kept apart from what it is incompatible with (cabinet, bund, distance or barrier you set) <hr/> <hr/> <hr/> <hr/> <hr/>

The segregation matrix for the whole site is on page 4. The SDS decides what is incompatible; the matrix does not.

7 Use on this site

Quantity on site: the most held at one time and the usual amount (units, and the number and size of containers) 		Quantity last counted on (date)
Where it is used (area, process, tasks) 	Where it is stored (building, room, cabinet) 	
Who is exposed (job roles, number of people, time per shift; include cleaners, maintenance, contractors and visitors) 		
How exposure can happen (breathing in, skin or eye contact, swallowing) and the controls and protective equipment in place 		
Assessment of exposure (tick) ☐ Not needed (reason written) ☐ Done (record reference and date) ☐ Not yet done		

8 People and emergency contact

People told about this product and where the full SDS is (names or groups, date) 	
Emergency contact on site (name, phone) 	Emergency contact at the supplier (from SDS section 1)

9 Review

Review date (the next date this summary is checked against the supplier's latest SDS) 	Summary reviewed on (date) and by (name)
Review earlier if (tick) ☐ New SDS revision ☐ New use or process ☐ Change of quantity or storage place ☐ Incident or near miss ☐ Other	

Review date	Reviewer	SDS date and version checked	Summary changed? (yes, no)	Action and owner

10 Sign-off

Role	Name	Signature	Date
Summary written by			
Checked by (area owner or supervisor)			

11 Register of products (one line per product; the summary on pages 1 to 3 holds the detail)

[illegible]

Use the product name exactly as the SDS gives it, so the register, the label and the SDS can be matched. Write the SDS date from section 16, and say where a person can reach the full SDS during a shift.

12 Storage segregation matrix for the site

	Flammable	Oxidiser	Acid	Base	Toxic	Other (write)
Flammable						
Oxidiser						
Acid						
Base						
Toxic						
Other (write)						

Mark each pair from the SDSs (sections 7 and 10) and your own storage rules: **OK** may be stored together, **X** keep apart, **S** separate, and write the distance or barrier you set. Leave a pair blank until you have decided it.