CHECK LIST / MEMORANDUM

Date		Company:	
Inspector /-s:		Contact person:	

INTRODUCTION
Give a short descriptive background to the inspection (purpose, project description if applicable). Describe the set-up of the inspection.

SHORT PRESENTATIONS
Swedish Chemicals Agency – presentation
Company – presentation

OPERATIONAL CONDITIONS (COMPANY ACTIVITIES)

When did the company start? (chemicals activities)	
Description of the company (manufacturer, importer, type of products etc)	
Annual turnover (national, international)	
No of employees (national, world wide)	
Company according to REACH?	□ Manufacturer (substance) □ Importer (to EU) □ Downstream User □ Distributor
Does the company have the duty to register according to REACH? Annex II, EG 1907/2006 (REACH)	□ Yes □ No
If the company has the duty to register: Has the company registered/preregistered?	□ Yes □ No
Definition of the company according to REACH?	□ Micro □ Small □ Medium □ Not SME **Micro**: <10 employees and ≤2 million euro annual turnover **Small**: <50 employees and ≤10 million euro annual turnover **Medium**: <250 employees and ≤50 million euro annual turnover
Suppliers? (from what countries, large/small etc)	
Clients (industrial users, professional users, consumers)	

Conditions for chemicals control (organisation, environmental/quality control, delegations, budget issues)	
Certification (e.g. ISO systems)	

CONTROL (STANDARD)

Any chemical products sold to general public?	
If yes – tactile warning and child-resistant fastenings?	
Permit for selling toxic products (if necessary)? (make sure to control the duty to take note on customers are fulfilled)	
Substances / Products of high concern? Restrictions directive? (Data base for restrictions, substitution performed? Any restricted substances?)	
Classification and Labelling (Competence, sources of knowledge, basic data for assessments)	
Use of consultant?	

PRODUCTS REGISTER

How many products? Control against product register figures	
Composition/Classification– control against product register (If not in compliance – follow up with products register; injunction?)	

MSDS

Routines for distribution	
Routines for distribution when updated	
How many MSDS examined?	

MSDS – SECTIONS

This section describes the different sections controlled at the inspection and deficiencies noted and observed

LABELLING

Comparison – label to section 2 in MSDS?	
All relevant R-phrases/S-phrases? Danger code? Symbol?	
Language control	

BIOCIDES

Are the controlled biocidal products approved?	
Routines for going through the range of approved biocides every year and make sure that the approvals still are valid. Routines for reporting the sold quantities/year? (The fee is decided upon this figure)	
Routines for labelling of biocides?	
Routines for reporting of the products to the products register?	

CONCLUDE THE INSPECTION

- Summarize the inspection to the company. Include all observed deficiencies, possible sanctions/consequences
- Give information on time frame for measures
- Hand over signed inspection protocol (original)