

Canadian Hotel Chemical Receiving Review

Operational review template; not a government-prescribed legal checklist.

Record Match, Review or N/A for every item. N/A requires a recorded reason.

Pending review must not be treated as approval. Record evidence and unresolved changes in Notes.

Leaks or unsafe packages follow site emergency procedures, not routine paperwork.

Property _____	Province/territory _____	Delivery date _____
PO _____	Supplier _____	Product/code _____
Concentration/form _____	Lot _____	SDS revision _____

Receipt comparison

Review item	Evidence to record	Status (Match / Review / N/A)	Notes
1 Product identity	Label name, product code, concentration and form match order		
2 Container condition	Seal, closure, leakage or damage		
3 SDS applicability	Product category and basis if SDS not required		
4 Current SDS	Matching supplier file and revision date		
5 Language versions	Required English and French information available		
6 Label comparison	Identifier, supplier and applicable hazard elements		

Receiving review continued

Property / PO / lot reference: _____

Review item	Evidence to record	Status (Match / Review / N/A)	Notes
7 Change explanation	Written reason, affected lots and effective date		
8 Protective measures	Changes to PPE, handling, storage or emergency response		
9 Use directions	Dilution, contact time and intended use changes		
10 Antimicrobial authorization	Applicable Canadian authorization checked where claimed		
11 Workplace readiness	Worker access, workplace labels and staff briefing completed		
12 Release decision	Release/hold/escalate, owner, date and evidence reference		

Disposition and sign off

Decision (Release / Hold / Escalate): _____

Reviewer: _____

Release date: _____

Hold location: _____

Supplier response ref: _____