



RESOURCE LIBRARY - STEWARDING
Chemical Requisition 领取化学药品

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Standard:

The Team Leader must fill in the Chemical Requisition Form for all chemical requests for control and preventing accidents.

Procedures:

1. The chemicals must be requested from Team leader.
2. Team leader has the responsibility to fill in "chemical requisition recording form" when associate requests.
3. Fill in all items on the form clearly with signature.
4. Avoid keeping the excess chemical in operation areas.
5. The requested chemicals must be kept in stewarding areas and in safe condition. Do not place them anywhere else.
6. If other departments want normal detergent or soap, team leader must ask for the purpose and whether user knows usage of detergent or soap.
7. Organize training if necessary.
8. If other department wants high caustic chemical, the team leader must report to supervisor and get his permission.
9. Deliver chemical to other department after supervisor approved with filled in requisition form with signature.

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标准:

为了控制化学药品和预防事故的发生，领班必须对领取的化学药品进行登记。

程序:

1. 必须从领班处领取化学药品。
2. 当员工领取化学药品时，领班有职责填写“药品领取登记表”。
3. 清楚的填写表上所有内容并签字。
4. 避免存留过多的化学药品在工作区域，只领取当时班次的使用量。
5. 领到的化学药品必须存放在管事部区域并保持安全状态，决不可随意乱放。
6. 如果外部门需要一般清洁剂，领班必须在发放前要问清楚使用的目的和使用者是否清楚他们所需清洁剂的用法。
7. 如有必要在发放药品前组织培训。
8. 如果其它部门需要高腐蚀性的化学药品，在发放药品之前领班一定要报告给主管并得到许可。
9. 在主管批准后，发放药品给外部门，填写药品领取登记表并签字。

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