



GURU NANAK EDUCATION TRUST



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY

(GNIPST)

*A JIS Group Institution | Approved by PCI | Accredited by NAAC & NBA | Affiliated to
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INSTITUTIONAL MANUAL LABORATORY SAFETY AND STANDARD OPERATING PROCEDURES MANUAL

Document Control

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1. Preamble

Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST), established in 2005 under the aegis of the Guru Nanak Education Trust and nurtured within the JIS Group, conducts laboratory teaching and research in pharmaceuticals, pharmaceutical chemistry, pharmaceutical analysis, pharmacology, pharmacognosy, microbiology, biotechnology and allied disciplines. These activities involve hazardous chemicals, biological materials, laboratory animals, compressed gases, heat, electricity and sophisticated instruments, and therefore require a strong culture of safety and standardised working practices.

This Laboratory Safety and Standard Operating Procedures Manual has been prepared in line with the requirements of the Pharmacy Council of India (PCI) for laboratories, applicable laws on chemicals, waste, fire safety and animal experimentation, the norms of the National Assessment and Accreditation Council (NAAC) and National Board of Accreditation (NBA), and accepted principles of Good Laboratory Practice (GLP), so as to protect people, property and the environment, and to ensure the reliability of laboratory work at GNIPST.

2. Objectives of the Manual

The specific objectives of this manual are to:

- Prevent accidents, injuries, occupational illness and damage to property in the Institute's laboratories.
- Lay down general safety rules and specific safety procedures for chemicals, biological materials, animals, gases, electricity and equipment.
- Establish a uniform format and system for Standard Operating Procedures (SOPs) for instruments, equipment and laboratory processes.
- Ensure preparedness for emergencies such as fire, chemical spills and exposures, and provide clear first-aid and reporting procedures.
- Ensure the safe and lawful storage, handling and disposal of hazardous materials and wastes.
- Build safety awareness through training, inspection and audit, and maintain records for regulatory and accreditation purposes.

3. Regulatory Framework

Laboratory activities at the Institute shall comply with the following, as amended or replaced from time to time, together with the requirements of PCI and AICTE:

- The Manufacture, Storage and Import of Hazardous Chemical Rules, 1989, and the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.
- The Bio-Medical Waste Management Rules, 2016.
- The Narcotic Drugs and Psychotropic Substances Act, 1985 and rules made thereunder, and the applicable excise rules of the State in respect of alcohol and rectified spirit.
- The Drugs and Cosmetics Act, 1940 and Rules, in respect of drugs and drug samples, as applicable.
- The Prevention of Cruelty to Animals Act, 1960 and the guidelines of the Committee for Control and Supervision of Experiments on Animals (CCSEA).
- The Gas Cylinders Rules, 2016, and applicable fire safety provisions, including the National Building Code of India and the West Bengal Fire Services Act, 1950.
- The Institute's Environmental and Green Campus Policy, in respect of waste management.

4. Definitions

"Laboratory" means any teaching, research, instrumentation or testing laboratory, store, animal house, herbal garden work area or other facility of the Institute in which experimental work is carried out.

"Laboratory Safety Officer (LSO)" means the faculty member designated by the Director to coordinate laboratory safety across the Institute.

"Laboratory In-charge" means the faculty member responsible for a particular laboratory.

"Laboratory User" means any student, research scholar, faculty member, technical staff member, project staff member or visitor who works in a laboratory.

"Hazardous Chemical" means any chemical that is flammable, explosive, toxic, corrosive, oxidising, carcinogenic, reactive or otherwise dangerous to health or the environment.

"Standard Operating Procedure (SOP)" means a written, approved, step-by-step instruction for performing a routine operation, such as operating an instrument or carrying out a laboratory process, in a consistent and safe manner.

"Safety Data Sheet (SDS/MSDS)" means the document provided by the manufacturer giving information on the hazards, safe handling, storage, first aid, spill response and disposal of a chemical.

"Competent Authority" means the Director/Principal of the Institute, or the Governing Body where specified.

5. Scope and Applicability

This manual applies to all laboratories, stores, instrument rooms, the animal house and related facilities of GNIPST, and to all persons who enter or work in them, including students, research scholars, faculty, technical and non-technical staff, housekeeping and maintenance personnel, contractors and visitors. It covers routine teaching practicals, research, project work, consultancy and testing, and maintenance activities in laboratories.

6. Institutional Mechanism – Laboratory Safety Committee

A Laboratory Safety Committee shall be constituted by the Director, as follows:

- **Chairperson:** Director / Principal, GNIPST
- **Convenor:** Laboratory Safety Officer (LSO)
- **Members:** Heads of Departments, the in-charge of the animal house, the in-charge of the central instrumentation facility, a senior technical staff member, the Estate/Maintenance in-charge, and one research scholar or postgraduate student representative

Responsibilities shall be as follows:

- **Laboratory Safety Committee:** Frame and review safety rules and SOPs, review accidents and audit findings, recommend safety equipment and budget, and meet at least twice in each academic year.
- **Laboratory Safety Officer:** Coordinate implementation of this manual, organise training and mock drills, conduct inspections, investigate accidents, and maintain Institute-level safety records.
- **Heads of Departments:** Ensure that laboratories in the department comply with this manual and have the required safety equipment, SOPs and trained staff.
- **Laboratory In-charge:** Ensure day-to-day safety in the laboratory, approve experiments, maintain SOPs and registers, supervise users, and report incidents.
- **Technical staff:** Maintain equipment, chemicals and safety devices, prepare the laboratory for practicals, and assist in supervision and emergency response.
- **Laboratory Users:** Follow this manual, SOPs and instructions, use PPE, and report hazards, accidents and near-misses immediately.

7. General Laboratory Rules

1. No person shall work in a laboratory without the permission of the Laboratory In-charge. Students shall work only during scheduled hours and under the supervision of faculty or technical staff. Working alone in a laboratory, especially after working hours, is prohibited except with written permission and arrangements for supervision.
2. Every User shall complete laboratory safety induction before starting work, and shall know the location and use of exits, fire extinguishers, eye-wash stations, safety showers, first-aid kits and spill kits.
3. Laboratory coats (aprons) shall be worn at all times in the laboratory, together with other PPE as required under Section 8. Closed shoes shall be worn; sandals, slippers and open footwear are not permitted. Long hair shall be tied back, and loose clothing and dangling jewellery avoided.
4. Eating, drinking, chewing gum or tobacco, smoking, applying cosmetics and storing food or drinks in the laboratory or in laboratory refrigerators are strictly prohibited.
5. Mouth pipetting is strictly prohibited. Pipette fillers or automatic pipettes shall be used.
6. Users shall read the SDS and understand the hazards of every chemical before use, and shall follow the relevant SOP for every instrument and procedure.
7. Chemicals shall never be tasted or smelled directly. All containers shall be labelled, and unlabelled substances shall not be used.
8. Work areas shall be kept clean, uncluttered and dry. Bags and personal belongings shall be kept only in designated areas, away from benches and walkways.
9. Mobile phones and headphones shall not be used while performing experiments.
10. Experiments shall not be left unattended unless they are designed to run safely unattended and are clearly labelled with the user's name, contact details and nature of the experiment.
11. Any breakage, spill, injury, malfunction or unsafe condition shall be reported immediately to the supervising faculty or technical staff.
12. At the end of work, Users shall clean their work area, return chemicals and equipment, switch off instruments, gas, water and electricity as appropriate, and wash their hands before leaving.

8. Personal Protective Equipment

Laboratory Users shall use appropriate personal protective equipment (PPE) as follows:

Activity / Hazard	Minimum PPE Required
All laboratory work	Laboratory coat (apron), closed shoes
Handling chemicals, glassware under pressure or vacuum, heating	Safety goggles or safety glasses with side shields
Handling corrosive, toxic or skin-absorbable chemicals	Chemical-resistant gloves (such as nitrile) suited to the chemical; face shield for large volumes or splash risk
Volatile, toxic or odorous chemicals, powders	Work in a fume hood; respirator or mask only where specified in the SOP
Microbiological and biological materials	Gloves, laboratory coat, eye protection; biosafety cabinet as required
Handling laboratory animals	Gloves, laboratory coat or gown, mask and cap; bite-resistant gloves where needed
Hot objects, ovens, furnaces, autoclaves	Heat-resistant gloves, face protection where needed
UV light sources	UV-protective eyewear or face shield
Cryogenic liquids	Insulated gloves and face shield

Note: The SOP for each activity shall specify the PPE required. Contact lenses should be avoided in laboratories handling volatile chemicals.

PPE shall be kept clean and in good condition, removed before leaving the laboratory, and never worn in canteens, libraries or offices. Contaminated gloves shall not touch door handles, phones, keyboards or other common surfaces.

9. Chemical Safety

9.1 Procurement and Inventory

- Chemicals shall be purchased in the minimum quantities needed, through the Institute's purchase procedure, and received with the SDS.
- Each laboratory and store shall maintain a chemical inventory (stock register) recording the name, quantity, hazard class, location, date of receipt and date of opening, and expiry date where applicable. The inventory shall be verified at least once a year.
- Chemicals shall be used on a first-in, first-out basis. Expired, degraded or unwanted chemicals shall be disposed of as per Section 17.

9.2 Labelling

All containers shall bear the name of the substance and the hazard pictograms and warnings as per the Globally Harmonized System (GHS) or the manufacturer's label. Prepared reagents and solutions shall be labelled with the name, concentration, date of preparation, name of the person who prepared it and any hazard warning.

9.3 Storage and Segregation

Chemicals shall be stored by compatibility, not alphabetically, as follows:

Class of Chemical	Storage Requirement	Keep Away From
Flammable solvents (such as ethanol, acetone, ether, methanol)	Flammables cabinet in a cool, ventilated place; minimum quantity on benches	Oxidisers, heat and ignition sources
Acids (such as hydrochloric, sulphuric, nitric)	Acid cabinet or trays on low shelves; nitric acid separately	Bases, cyanides, sulphides, flammables
Bases / alkalis	Separate cabinet or trays on low shelves	Acids
Oxidisers (such as peroxides, permanganates, nitrates)	Separate cool, dry area	Flammables, organics, reducing agents
Water-reactive substances (such as sodium metal)	Dry place, under oil or inert conditions as specified	Water, aqueous solutions
Toxic substances and poisons	Locked cabinet with access register	General stock

Note: Refer to the SDS for specific incompatibilities. Heavy or large containers and corrosives shall be stored below eye level.

9.4 Safe Handling

- Volatile, toxic or odorous chemicals shall be handled in a functioning fume hood with the sash lowered.
- Always add acid to water, slowly and with stirring, never water to acid.
- Flammable solvents shall not be heated over open flames; use water baths, heating mantles or hot plates.
- Chemicals shall be carried in secondary containers or carriers, and large bottles shall be held from the bottom.
- Peroxide-forming chemicals (such as diethyl ether) shall be dated on opening and disposed of within the recommended period.

9.5 Controlled Substances and Alcohol

Narcotic drugs, psychotropic substances, poisons and other controlled substances shall be procured, stored and used only as permitted under the applicable law and licences, kept under lock and key with the Laboratory In-charge or a designated custodian, and accounted for in a separate register recording receipt, issue, use and balance. Rectified spirit and alcohol shall be stored and accounted for as required under the applicable excise rules. Any loss or discrepancy shall be reported immediately to the Head of Department and the Competent Authority.

10. Standard Operating Procedures for Instruments and Equipment

10.1 SOP System

- Every major instrument, equipment item and routine laboratory process shall have a written SOP in the format given in Annexure I, prepared by the Laboratory In-charge or a designated faculty member, reviewed by the Head of Department and approved by the Laboratory Safety Committee or the Competent Authority.
- Each SOP shall have a unique number, version and effective date. SOPs shall be reviewed at least once every two years, or whenever the equipment, method or regulation changes. Superseded SOPs shall be withdrawn from use and archived.
- A copy of the relevant SOP shall be displayed near, or kept with, the instrument, and Users shall be trained on it before operating the instrument.
- Each instrument shall have a log book recording the date, user, purpose, duration, condition and any fault, and a record of calibration and maintenance.
- Sophisticated instruments shall be operated only by trained and authorised persons.

10.2 Key Precautions for Common Equipment

SOPs for common equipment shall include, among others, the following precautions:

Equipment	Key Safety Precautions
Fume hood	Check airflow before use; keep sash at working height; do not store chemicals inside; keep baffles unobstructed
Autoclave	Check water level and door gasket; do not overload; never open until pressure is zero and temperature has fallen; use heat-resistant gloves; record each cycle
Hot air oven / muffle furnace	Do not place flammable solvents or sealed containers inside; use tongs and heat-resistant gloves
Centrifuge	Balance tubes; use sealed rotors or buckets for hazardous samples; close lid before starting; never open while rotor is spinning
Water bath / heating mantle / hot plate	Maintain water level; do not heat flammables over open coils; switch off after use
UV-visible spectrophotometer	Allow warm-up; handle cuvettes by frosted sides; clean spills immediately; avoid looking at UV source
HPLC / GC	Use HPLC-grade, filtered and degassed solvents; check for leaks and pressure; ensure solvent waste is collected in labelled containers; GC gas lines checked for leaks
Rotary evaporator / vacuum systems	Inspect glassware for cracks; use a cold trap; release vacuum slowly
Laminar airflow / biosafety cabinet	Switch on UV and airflow as per SOP; never use with UV on while working; disinfect before and after use
Tablet press, mixers, mills and other machinery	Keep guards in place; never put hands in moving parts; switch off and unplug before cleaning
Glassware	Inspect for cracks before use; dispose of broken glass only in designated broken-glass containers

11. Biological Safety

- Microbiology and biotechnology laboratories shall work with micro-organisms of the appropriate risk group only, following biosafety level practices suited to the organisms handled. Work with higher-risk organisms or recombinant DNA shall require prior approval of the Institutional Biosafety Committee, where applicable.
- Aseptic techniques shall be followed. Procedures likely to generate aerosols shall be carried out in a biosafety cabinet.
- Work surfaces shall be disinfected before and after work, and immediately after any spill, using an appropriate disinfectant.
- All cultures, contaminated media and materials shall be decontaminated (such as by autoclaving) before disposal as bio-medical waste.
- Sharps (needles, blades, broken glass) shall be disposed of only in puncture-proof sharps containers. Needles shall not be recapped by hand.
- Hands shall be washed thoroughly after handling biological materials and before leaving the laboratory.

12. Animal House Safety

- The animal house shall be registered with and function according to the guidelines of CCSEA. All experiments on animals shall be approved in advance by the Institutional Animal Ethics Committee (IAEC).

- Only trained and authorised persons shall enter the animal house and handle animals. Entry shall be recorded in a register.
- Users shall wear the prescribed PPE, follow proper restraint and handling techniques, and use anaesthesia and euthanasia only as approved.
- Bites, scratches and allergic reactions shall be reported and treated immediately. Staff regularly exposed to animals shall be monitored for laboratory animal allergy.
- Animal carcasses, bedding and tissues shall be disposed of as bio-medical waste as per Section 17.

13. Compressed Gas and Electrical Safety

13.1 Compressed Gas Cylinders

- Cylinders shall be stored and used upright, secured with chains or straps, with valve caps in place when not in use, away from heat and ignition sources.
- Cylinders of flammable gases and oxidising gases (such as oxygen) shall be stored separately.
- Only appropriate regulators shall be used. Connections shall be checked for leaks with soap solution, never with a flame.
- Cylinders shall be moved only with a cylinder trolley, and shall not be rolled or dragged.
- Cylinder contents shall be clearly identified; unidentified cylinders shall not be used.

13.2 Electrical Safety

- All equipment shall be properly earthed and connected to appropriate sockets. Multiple adaptors and extension boards shall not be overloaded.
- Damaged cords, plugs and sockets shall not be used and shall be reported for repair.
- Electrical equipment shall be kept away from water and flammable vapours. Hands shall be dry when operating electrical equipment.
- Only authorised electricians shall repair electrical installations. Main switches and distribution boards shall be accessible and clearly labelled.

14. Fire Safety and Emergency Preparedness

- Each laboratory shall have appropriate fire extinguishers, clearly marked emergency exits, and a displayed evacuation plan. Exits and corridors shall be kept free from obstruction.
- Fire extinguishers shall be inspected monthly and serviced and refilled as per the manufacturer's schedule, with the date recorded on the tag.
- Fire drills and evacuation mock drills shall be conducted at least once a year.
- Emergency contact numbers, including the Institute emergency contact, the National Emergency Number 112, Fire (101) and Ambulance (102/108), shall be displayed prominently in every laboratory.

Appropriate extinguishers shall be used as follows:

Class of Fire	Material Involved	Suitable Extinguisher
Class A	Ordinary combustibles (paper, wood, cloth)	Water, foam, ABC dry powder
Class B	Flammable liquids (solvents, oils)	Foam, CO ₂ , ABC dry powder (never water)
Class C	Flammable gases	Shut off gas supply; ABC dry powder
Class D	Reactive metals (such as sodium, magnesium)	Special dry powder or dry sand (never water)
Electrical fires	Live electrical equipment	CO ₂ or ABC dry powder, after switching off power (never water)

In case of fire: raise the alarm; switch off gas and electricity if safe to do so; use an extinguisher only on small fires if trained and with a clear escape route; otherwise evacuate immediately by the nearest exit, close doors behind, do not use lifts, assemble at the designated assembly point, and inform the fire service.

15. Spill Management

Every laboratory shall keep a spill kit containing absorbents, neutralisers, gloves, goggles, scoop, bags and warning signs. In the event of a spill:

1. **Alert:** Warn people nearby and inform the supervisor. Evacuate the area if the spill is large, highly toxic, flammable or produces vapours.
2. **Attend to people:** Help anyone contaminated; remove contaminated clothing and give first aid as per Section 16.
3. **Control:** If safe, remove ignition sources, switch off heat and ensure ventilation (use the fume hood exhaust).
4. **Protect:** Wear appropriate PPE before cleaning up.
5. **Contain and clean:** Contain the spill with absorbent from the edges inwards. Neutralise acids and bases with the appropriate neutraliser. For mercury, use a mercury spill kit; never use a vacuum cleaner. For biological spills, cover with absorbent, apply disinfectant and leave for the specified contact time.
6. **Dispose:** Collect residues in labelled containers and dispose of them as hazardous or bio-medical waste.
7. **Report:** Record the spill using Annexure II.

16. First Aid and Accident Reporting

Every laboratory shall have a stocked first-aid kit, an eye-wash station and access to a safety shower, and at least one staff member trained in first aid. Basic first-aid responses are as follows:

- **Chemical splash on skin:** Remove contaminated clothing and flush the area with plenty of running water for at least 15 minutes.
- **Chemical splash in eyes:** Flush the eyes immediately at the eye-wash station for at least 15 minutes, holding the eyelids open, and seek medical attention.
- **Burns:** Cool the burn under running water; do not apply ointments or break blisters; cover loosely with a clean dressing.
- **Cuts:** Apply pressure to stop bleeding, clean and dress the wound. Cuts from contaminated sharps shall be washed thoroughly and reported for medical evaluation.
- **Inhalation of fumes:** Move the person to fresh air and seek medical help if symptoms persist.
- **Ingestion:** Do not induce vomiting unless advised by the SDS or a doctor; seek medical attention immediately with the SDS.
- **Electric shock:** Switch off the power supply before touching the person, and call for medical help.

All accidents, injuries, exposures and near-misses, however minor, shall be reported to the Laboratory In-charge immediately and recorded using the Laboratory Accident / Incident Report Form (Annexure II) within twenty-four (24) hours. Serious accidents shall be reported to the Head of Department, the LSO and the Competent Authority immediately. The LSO shall investigate the cause and recommend corrective and preventive measures.

17. Laboratory Waste Disposal

Laboratory wastes shall be segregated at source and disposed of in accordance with the Institute's Environmental and Green Campus Policy and the applicable rules:

- Hazardous chemical waste shall be collected in labelled, compatible containers and disposed of through an authorised hazardous waste handler. Organic solvents, heavy metals and toxic chemicals shall never be poured down drains.
- Bio-medical waste, including cultures, animal carcasses and sharps, shall be segregated in colour-coded containers, pre-treated where required, and handed over to an authorised Common Bio-Medical Waste Treatment Facility.
- Broken glassware shall be placed in designated puncture-resistant containers, separately from general waste.
- All disposal shall be recorded in the Laboratory Chemical and Bio-Medical Waste Disposal Record prescribed under the Environmental and Green Campus Policy.

18. Training, Inspection and Safety Audit

- All new students, research scholars and staff shall receive laboratory safety induction before starting laboratory work, and shall sign a safety undertaking.
- Specific training shall be given for sophisticated instruments, biological work, animal handling, fire extinguisher use and first aid.
- Laboratory In-charges shall inspect their laboratories at least once a month using the Laboratory Safety Inspection Checklist (Annexure III).
- The LSO shall conduct a safety audit of all laboratories at least once a year, and the report, with corrective actions, shall be placed before the Laboratory Safety Committee and the IQAC.
- Safety equipment such as fume hoods, biosafety cabinets, eye-wash stations, safety showers and fire extinguishers shall be tested and maintained as per schedule.

19. Records and Documentation

Each laboratory shall maintain the following records, as applicable:

- Chemical inventory (stock register) and SDS file.
- Register of controlled substances, poisons and alcohol.
- Instrument log books, calibration and maintenance records, and SOP master list.
- Laboratory attendance and practical registers, and safety induction and training records.
- Accident / incident register and reports.
- Inspection checklists, audit reports and corrective action records.
- Waste disposal records, and fire extinguisher and safety equipment maintenance records.

Records shall be retained for at least five years, or longer where required by law or accreditation norms, and made available for inspection by the IQAC, PCI, AICTE, NAAC, NBA and other authorities.

20. Non-Compliance and Disciplinary Provisions

Violation of this manual, including failure to use PPE, eating or drinking in laboratories, mishandling of chemicals or equipment, unauthorised experiments, failure to report accidents, or misuse of controlled substances, may result in one or more of the following, in addition to any action under applicable law:

- Verbal or written warning by the Laboratory In-charge.
- Temporary suspension of laboratory access.
- Recovery of the cost of damage or loss caused to the Institute.
- Disciplinary action under the Institute's student disciplinary rules or service rules, as applicable.

21. Amendment and Review of the Manual

This manual shall be reviewed once every three years, or earlier if required by changes in applicable law, PCI/AICTE requirements, new equipment or processes, or findings from accidents and audits. Individual SOPs may be added, revised or withdrawn by the Laboratory Safety Committee with the approval of the Competent Authority, without amending this manual. Any other amendment shall require the approval of the Governing Body of GNIPST and shall be communicated to all laboratory Users through official circulars.

22. Approval

This Laboratory Safety and Standard Operating Procedures Manual has been recommended by the Laboratory Safety Committee and is placed for approval before the Governing Body of Guru Nanak Institute of Pharmaceutical Science and Technology.

Prepared by
(Laboratory Safety Officer)

Date:

Recommended by
(Director / Principal)

Date:

Approved by
(Chairperson, Governing Body)

Date:

Annexure I – Standard Operating Procedure (SOP) Template

Each SOP shall be prepared in this format. The procedure section may extend to additional pages.

1. SOP No., Version No. & Effective Date	
2. Title of SOP	
3. Department / Laboratory	
4. Purpose	
5. Scope	
6. Responsibility (who performs, who supervises)	
7. Equipment / Materials / Reagents Required	
8. Safety Precautions and PPE Required	
9. Procedure (step-by-step)	
10. Calibration / Maintenance Requirements (if applicable)	
11. Emergency Actions and Waste Disposal	
12. References (manufacturer's manual, pharmacopoeia, SDS)	
13. Prepared by (Name, Signature & Date)	
14. Reviewed by Head of Department (Signature & Date)	
15. Approved by (Signature & Date) & Next Review Date	

Annexure II – Laboratory Accident / Incident Report Form

1. Name(s), Category & Department of Person(s) Involved	
2. Laboratory / Location	
3. Date & Time of Incident	
4. Type (Injury / Chemical Exposure / Spill / Fire / Equipment Failure / Animal Bite / Near-Miss / Other)	
5. Description of the Incident	
6. Chemicals, Materials or Equipment Involved	
7. Injury Sustained & First Aid / Medical Treatment Given	
8. Names of Witnesses	
9. Immediate Action Taken	
10. Signature of Person Reporting & Laboratory In-charge, with Date	
11. Investigation Findings / Root Cause (by LSO)	
12. Corrective and Preventive Actions & Signature of LSO	

Annexure III – Laboratory Safety Inspection Checklist

Record Yes / No / Not Applicable with remarks for each item.

1. Laboratory, Department & Date of Inspection	
2. Emergency Exits and Corridors Clear; Evacuation Plan Displayed	
3. Fire Extinguishers Present, Accessible and Within Service Date	
4. Eye-Wash Station, Safety Shower, First-Aid Kit and Spill Kit Available and Functional	
5. Fume Hoods / Biosafety Cabinets Functioning	
6. Chemicals Labelled, Segregated and Inventory Updated	
7. Controlled Substances Secured and Register Updated	
8. Gas Cylinders Secured and Leak-Free	
9. Electrical Equipment, Cords and Sockets Safe	
10. SOPs Displayed and Instrument Log Books Maintained	
11. Waste Segregated and Disposal Records Maintained	
12. PPE Available and Used; Housekeeping Satisfactory	
13. Observations, Corrective Actions & Signature of Inspector	