

Plant Color-Code and Labeling Checklist

Print this page, walk your floor, and fill in your own color key at the bottom.

Set up

- ☐ One written color key, owner named, posted at inspection and receiving
- ☐ QC status colors don't conflict with OSHA red/yellow safety colors
- ☐ Every status label shows word, date and initials, not color alone
- ☐ Quarantine / MRB area marked, separate from 5S red-tag holding area

Daily and weekly

- ☐ No untagged material at inspection benches or receiving dock
- ☐ Nothing Rejected sitting outside quarantine
- ☐ Old status label removed before a new one goes on
- ☐ First-article Hold cleared only by a signed inspection

Inventory and calibration

- ☐ One color per quarter, plus a distinct year-end color
- ☐ 20-location spot check done after every count
- ☐ Every gauge shows ID, calibration date, due date and initials
- ☐ Overdue gauges pulled and tagged Hold until recalibrated

Hazards and shipping

- ☐ Every chemical container labeled, including buckets and bottles kept past immediate use
- ☐ Workplace labels legible, in English, prominently displayed
- ☐ HMIS/NFPA users trained on the actual chemical hazards
- ☐ DOT hazmat labels chosen by a hazmat-trained person per 49 CFR 172
- ☐ Labels checked for smearing, fading or peeling in wet, hot or cold areas

Our color key

Color	Meaning	Owner