



**Hazardous Products Act (HPA)**  
**and Hazardous Products Regulations (HPR)**  
**Key Elements of an Inspection**

Listed below are some examples of items an HPA Inspector may focus on during an inspection. This list is not all inclusive and is not provided in any order of priority.

- ❖ **Products that are included in the scope of the application of the HPA** (excluded products are listed in Section 12 and Schedule 1 of the HPA)

- ❖ **Cooperation with the HPA Inspector** (HPA 22.(2))

The owner or person in charge of the inspected premises and every person found in the inspected premises shall give the inspector all reasonable assistance and provide him/her with any information he/she may require for the purpose of performing his/her inspection duties.

- ❖ **Documents to be prepared and maintained** (HPA 14.3(1), (2), (3) and (4))

- ☐ True copies of labels and safety data sheets in both official languages are available
- ☐ Sales and purchasing information is recorded
- ☐ Records are available in Canada, or an exemption has been obtained
- ☐ Records are kept for 6 years from the end of the year to which they relate

- ❖ **Safety Data Sheet (SDS) Compliance** (HPA13(1)(a.1), 14(a), 14.1 and 14.2)

- ☐ Format used correspond to the 16 headings found in Schedule 1 of the HPR
- ☐ If the product contains a biohazardous infectious materials, the format of the SDS appendix corresponds to the 9 headings found in Schedule 2 of the HPR
- ☐ Contains no false or misleading information
- ☐ The procedures for how and when the SDS is provided to a recipient are compliant
- ☐ Product identifier and supplier identifier on SDS is the same as on the label
- ☐ Supplier identifier is Canadian (subject to HPR exception 5.9)
- ☐ Significant new data has been recorded and transmitted (if applicable)
- ☐ Actual concentration ranges indicated
- ☐ Any SDS indicating that specific information has been withheld as confidential (e.g. trade secret) has a valid *Hazardous Materials Information Review Act* Registry Number and date of filing or date granted
- ☐ The information in sections 1 and 2 of the SDS is the same as the information on the corresponding label
- ☐ The information in sections 1 – 11 and 16 of the SDS is appropriate and complete.

- ❖ **Label Compliance** (HPA13(1)(b), 14(b), 14.1 and 14.2)

- ☐ The pictogram(s), signal word and hazard statement(s) are grouped together on the label
- ☐ There is only one signal word on the label, and if both apply, it is the signal word “Danger”
- ☐ Significant new data has been recorded and transmitted (if applicable)
- ☐ Contains no false or misleading information
- ☐ Pictograms used are identical replicas of those set out in Schedule 3 of the HPR



- ☐ If imported hazardous product label is non-compliant - there is credible evidence that it is being brought into compliance
- ☐ The label is legible and durable
- ☐ The label information is the same as the applicable information in Sections 1 and 2 of the corresponding SDS