

Warehouse SOP Template

A blank master for any warehouse standard operating procedure. Fill in the control block, then work through the numbered sections. The note under each heading says what belongs there.

SOP TITLE		DOCUMENT NUMBER
FACILITY	DEPARTMENT OR AREA	REVISION
EFFECTIVE DATE	PREPARED BY	APPROVED BY
REVIEW CYCLE	NEXT REVIEW DUE	SUPERSEDES

Write one procedure per document and keep it to what a trained person needs on the floor. Have a qualified safety professional review any procedure before it goes into service. Starting from a written example is faster: the library at warehousesop.com/templates has a template for each common warehouse procedure, and the compliance ones cite their regulation.

1. Purpose

One or two sentences: what this procedure controls and why it exists. Name the hazard it prevents or the result it protects.

2. Scope

Where and when the procedure applies: areas, shifts, equipment and tasks. Say what is out of scope so nobody has to guess.

3. Roles and responsibilities

Use job titles, not names. Each role gets the duties it is accountable for under this procedure.

ROLE OR JOB TITLE	RESPONSIBLE FOR

4. Required PPE and equipment

List the protective equipment and tools the task needs. Take PPE from your written hazard assessment, not from habit.

5. Regulatory references

Cite the exact paragraph each requirement comes from and say in plain language what it requires. If no regulation governs the task, write that here instead of inventing one.

CITATION	TITLE	WHAT IT REQUIRES

6. Procedure

Numbered steps in the order the work is done. One action per step, starting with a verb. Put a check or a hold point where a mistake would be costly.

STEP	ACTION	CHECK OR HOLD POINT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

7. Hazards and warnings

The few things that injure people or damage product on this task, each with the control that prevents it.

8. Exceptions and escalation

What to do when the procedure cannot be followed as written: who decides, who is told, and when work stops.

9. Records

Every form, log or system entry this procedure produces, who keeps it, and for how long.

RECORD	KEPT BY	RETENTION

10. Training sign-off

I have read this procedure, I was trained on it, and I had the chance to ask questions. Each trained employee signs against the revision shown on page 1.

PRINT NAME	SIGNATURE	TRAINED BY	DATE

11. Revision history

One row per revision. Never overwrite an old revision: keep it, so you can show what the floor was trained on and when.

REV	DATE	WHAT CHANGED	APPROVED BY