SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Cross-Docking and Flow-Through Operations Checklist

Regulation: 29 CFR 1910.176(a)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Confirm the cross-dock flag at the trailer door; no flag, no lane	
☐	Label every pallet before it leaves the door; nothing anonymous crosses the floor	
☐	Scan three times: receive at the door, staging into the lane, load at the trailer	
☐	Stage inside the lane lines only; stacks stable, heavy low, under the height limit	
☐	Never stage in an aisle, a walkway, or an exit route, even for a minute	
☐	Watch the dwell clock; aged freight gets escalated or diverted, not ignored	
☐	Horn and eye contact at every lane end and door; walkways belong to pedestrians	
☐	Lanes clear at wave close: every pallet shipped, putaway, or a recorded exception	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Equipment aisles and passageways through the cross-dock area are marked, kept clear of staged freight, and in good repair, with safe clearances at doors and turns **29 CFR 1910.176(a)**	
☐	Freight staged in lanes is stacked stable and secure against sliding or collapse, within the posted height limit **29 CFR 1910.176(b)**	
☐	Exit routes and exit doors adjacent to the staging lanes are free and unobstructed at all times, with no freight placed in them even temporarily **29 CFR 1910.37(a)**	
☐	Lane floors and the surrounding dock are kept clean, dry, and free of debris, banding, wrap, and broken pallets **29 CFR 1910.22(a)**	
☐	Trailers at both inbound and outbound doors are secured per the inbound and outbound trailer SOPs before any truck or associate enters **29 CFR 1910.178(k)(1)**	
☐	Every cross-dock pallet carries a license plate or cross-dock label applied before it leaves the inbound trailer door	

☐	Receive, staging, and load scans are performed at their checkpoints so every pallet's location is known through its dwell	
☐	Dwell limits are posted, aged freight is escalated or diverted to putaway, and the end-of-wave reconciliation shows every received license plate as loaded, putaway, or a documented exception	

WARNINGS

A pallet in an exit route blocks someone's way out in an emergency; move it now

An unlabeled pallet is lost inventory the moment it touches the floor

Never enter a trailer at any door without securement verified per the trailer SOPs

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE