SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

ABC Cycle Count Program 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
☐	Rank items on usage value or pick frequency over 12 months	
☐	Cut the ranked list into A, B, and C at the facility thresholds	
☐	Apply criticality overrides after the calculation, never inside it	
☐	Set counts per year by class and convert it to a daily workload	
☐	Check the workload against the counters actually staffed	
☐	Spread each class across the period; never count a class in one block	
☐	Report coverage against plan next to every accuracy number	
☐	Reclassify on cadence and re-baseline the schedule after it	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Count aisles stay clear, passable, and in good repair while scheduled counting is in progress, including around any aisle closed for work at height **29 CFR 1910.176(a)**	
☐	Aisle floors and the base of access equipment are kept clean, dry, and free of debris and protruding objects **29 CFR 1910.22(a)**	
☐	Elevated counts are performed only from equipment designed to elevate a person, operated by an operator trained and evaluated on that truck type **29 CFR 1910.178(l)(1)**	
☐	Ladders used for counting are inspected before initial use in each work shift, used only as designed, and any ladder with structural or other defects is immediately tagged Dangerous: Do Not Use and removed from service **29 CFR 1910.23(b)**	
☐	Portable ladders are never loaded beyond the maximum intended load they were built for, counting the person on the ladder plus tools and materials carried **29 CFR 1910.23(c)(3)**	
☐	Every active item carries a class, class frequencies are staffed to the published plan, and coverage against plan is reported alongside every accuracy number	

WARNINGS

An accuracy number from a half completed plan measures nothing

Never widen a variance threshold to reduce recount volume

Locations needing assisted access are scheduled with the equipment booked

Never count a location from rack, a pallet, or raised forks

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE