SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

# Daily Cycle Counting Checklist

**Regulation: 29 CFR 1910.22(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 |
|---|---|---|
| ☐ | Take the count list; confirm the location is not being worked | |
| ☐ | Count blind: never look up the system quantity first | |
| ☐ | Scan the location, scan the item, count the actual units | |
| ☐ | Cannot reach it from the floor? Request access, never climb | |
| ☐ | Enter the count and confirm it; do not change it after entry | |
| ☐ | Variance? A second person recounts blind before any research | |
| ☐ | Research the cause, document it, then send it for approval | |
| ☐ | Note damage, mixed product, and bad labels as you go | |

## 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, the base of access equipment, and walking surfaces are kept clean, dry, and free of debris and protruding objects **29 CFR 1910.22(a)** | |
| ☐ | Aisles and passageways stay clear and passable while counting is in progress **29 CFR 1910.176(a)** | |
| ☐ | Counters never climb on rack, pallets, product, or carts and never ride on forks or a raised pallet to reach an upper location | |
| ☐ | Counts are performed blind, with the expected quantity hidden from the counter through the first count and any recount | |
| ☐ | Every adjustment is researched, documented with a cause, and approved by someone other than the person who counted the location | |
| ☐ | Count sheets, recount results, variance research notes, and approved adjustments are retained together so the trail from the physical count to the posted inventory change can be reproduced | |

**WARNINGS**

Never climb rack, pallets, product, or a cart to read a location

Never ride on forks or on a pallet raised by a truck

Never enter the system quantity to close a count you did not perform

Block the aisle before working at height, and tell the operators you are there

## SUPERVISOR REVIEW

| REVIEWED BY (SUPERVISOR) | SIGNATURE | DATE |
|---|---|---|
| | | |