SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

SOP Document Control Checklist

Best practice: no regulation governs this procedure, so none is cited.

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
☐	Work only from a posted or issued controlled document, never from memory of an old version	
☐	Check the revision and effective date before you rely on any printed copy	
☐	See a print without the controlled copy marking? Remove it and hand it to your supervisor	
☐	Never photocopy, photograph, or hand-annotate an SOP to work from	
☐	If the document does not match how the work is really done, report it, do not improvise	
☐	Sign the training record before working to a new or revised SOP	
☐	Send anyone with document questions to the document control owner named in the SOP	

2. Compliance checks

Tick each item that is in place.

DONE	CHECK	NOTES
☐	A single document register exists, names one owner, and lists every controlled document with number, current revision, effective date, approver, distribution locations, and next review date	
☐	Every controlled document carries its document number, revision identifier, and effective date on every page	
☐	Every active document shows a signed, dated approval by the named approval authority, and no draft or unapproved document is posted or in use	
☐	Everyone whose work a document governs was trained on the current revision before its effective date, and the signed training record is on file and traceable to the document number and revision	
☐	Every printed copy found at a point of use is the current revision and carries the facility's controlled copy marking; no unmarked, annotated, or personal copies are in circulation	
☐	Each document contains a revision history recording what changed, when, why, and who approved it	

☐	Every active document has been reviewed within its stated cadence, the review outcome is recorded in the register, and no document is past its review due date without a documented plan to close it	
☐	Superseded and retired revisions are archived, marked to prevent use, retrievable on request, and absent from every point of use	
☐	External documents in use, including customer specifications and safety data sheets, are current versions, and superseded external documents have been removed and archived	

WARNINGS

A stale procedure looks exactly like a current one until you check the revision block: always check

Never train a new hire from a personal copy or an old print; use the issued current revision

A draft is not a procedure: if it says DRAFT, it does not get used on the floor

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE