SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Kitting and Value-Added Services Checklist

Regulation: 29 CFR 1910.176(b)

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
☐	Build only to the released work order and BOM, never a sample or memory	
☐	One work order per line; stage components in build order, stacked stable	
☐	Scan lots at staging for every lot-tracked component	
☐	No run starts until the first article is approved and posted at the line	
☐	Verify labels and tickets by scan, not by eye	
☐	Wrong component, lot, label, or ticket: stop the line and call the lead	
☐	Clear film, backing, and corrugate as you go; the floor stays dry	
☐	Count kits, residuals, and scrap; reconcile before the order closes	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Staged components and tiered cases are stacked, blocked, or interlocked and limited in height so they are stable and secure against sliding or collapse, and never block aisles, exits, panels, or extinguishers **29 CFR 1910.176(b)**	
☐	The line floor and surrounding aisle are kept clean, dry, and free of shrink film, strapping, label backing, and corrugate throughout the shift **29 CFR 1910.22(a)**	
☐	Every cutter, heat gun, tape machine, and powered tool on the line is in safe condition, including employee-furnished tools, and defective tools are tagged out immediately **29 CFR 1910.242(a)**	
☐	A written, certified PPE hazard assessment covers the kitting and VAS line, and the PPE it selects is provided, fits, and is worn **29 CFR 1910.132(d)**	
☐	Tape machine, sealer, and shrink tunnel guards are in place during operation, nip points and points of operation are guarded, and jams are cleared only with the machine stopped **29 CFR 1910.212(a)**	

☐	Every run is gated by an approved first article verified against the BOM, with labels and tickets verified by scan, and the record retained	
☐	Component lots are captured at staging for lot-tracked components and carried through to the finished kit receipt	
☐	Any associate stops the line on a wrong component, lot, label, or ticket, and kits built since the last good check are quarantined and re-verified	
☐	End-of-shift reconciliation balances components issued against kits produced, scrap, and residuals before the work order closes	

WARNINGS

Never reach into a running tape machine or shrink tunnel; clear jams only with the machine stopped

Never pull components from another line's staging or an undirected location

The tunnel and seal bar burn on contact after the cycle ends; use heat-resistant gloves at the discharge

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE