SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Carton Selection and Void Fill 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
☐	Lay the contents out and read the shape before you pick a box	
☐	Smallest carton that leaves cushioning room on every face	
☐	Check the carton: no crushed corners, no damp, correct grade	
☐	Cushion under the contents first, then around them	
☐	Wrap fragile items individually; divide items that fight	
☐	Heavy on the bottom and centered, never against a wall	
☐	Shake test before sealing: any movement means more fill	
☐	Clear corrugate and loose fill as you go, not at shift end	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Carton stock, corrugate bundles, and dunnage cases are stacked square and stable, within the height limit, and never leaned against a wall, rack upright, or workstation **29 CFR 1910.176(b)**	
☐	Cutters, tape guns, and dispensers are inspected before use and any tool with a failed guard or loose blade is tagged out and removed from service **29 CFR 1910.242(a)**	
☐	A documented hazard assessment covers the pack station, and the selected personal protective equipment including cut-resistant gloves is provided in a size that fits each packer **29 CFR 1910.132(d)**	
☐	The station floor and surrounding walkway are kept clear and dry, with corrugate, banding, and loose fill cleared as work proceeds **29 CFR 1910.22(a)**	
☐	Every carton passes a shake test before sealing and is the smallest stocked size that holds the contents with cushioning clearance on all faces	

WARNINGS

More tape never fixes a carton that is the wrong size

Air pillows flatten under heavy items: use paper or foam instead

Lift carton bundles with two hands close to the body, never from the floor

Never work with a cutter whose guard does not return the blade

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE