SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Pack Quality Check and Manifest 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
☐	Take the carton the sample selects; never let a station pick it	
☐	Record carton, order, station, and packer before you open it	
☐	Check the outside first: seal, one live label, flat on one face	
☐	Weigh it and compare against the expected weight	
☐	Count every line physically; look for extras as well as shorts	
☐	Log every defect by code, including on a carton that passes	
☐	Fail it? Hold it in the system and move it to rework	
☐	Count the cartons yourself at handoff and reconcile before release	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Audit, rework, and staging areas are kept free of accumulated cartons, packaging, and product that create tripping or fire hazards **29 CFR 1910.176(c)**	
☐	Aisles, staging lanes, and dock approaches around the audit and rework areas stay clear and passable **29 CFR 1910.176(a)**	
☐	Audit and rework area floors are kept clean, dry, and free of corrugate, banding, and spills **29 CFR 1910.22(a)**	
☐	Audited cartons are selected by the sampling plan rather than by the station, and no one audits a carton they packed	
☐	The physical carton count is reconciled against the system count at handoff to shipping, and no held or reworked order is released into the outbound flow until it is re-audited and cleared	

WARNINGS

Never audit a carton you packed yourself

Never release a held order to make a carrier cutoff

Never hand write a count, weight, or tracking number on a document

A reworked carton is audited at 100 percent before it ships

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE