SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Packing Station Operations 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
☐	Scan the tote; confirm the order number on screen	
☐	Scan and count every item; check condition as it comes out	
☐	Pick the smallest carton that fits with void fill on all sides	
☐	Heavy on the bottom, void fill until nothing shifts	
☐	Weigh the carton and clear the tolerance before you seal it	
☐	Tape the center seam and 2 in down each end panel	
☐	Label flat on one surface; cover any old barcode	
☐	Break down corrugate and clear banding 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
☐	The pack station floor and surrounding walkway are kept clean, dry, and free of corrugate, banding, void fill, and spills **29 CFR 1910.22(a)**	
☐	Totes, carton stock, and pallets never extend into the aisle or cross aisle, which stay clear and in good repair **29 CFR 1910.176(a)**	
☐	Nothing is staged or stored where it blocks an exit, an electrical panel, or a fire extinguisher	
☐	Only facility issued self retracting or fully guarded safety cutters are used, and used blades go into a puncture resistant sharps container	
☐	Every item is scanned and counted against the order and the carton weight is verified before the carton is sealed and released	
☐	Shipping labels are applied flat on a single surface with no wrap around a seam, no tape over the barcode, and old labels removed or covered	

WARNINGS

Blade retracts before the cutter leaves your hand, every time

Cut away from the body with the free hand behind the blade path

Used blades go in the sharps container, never in a carton or trash

Weight out of tolerance means an item is wrong: do not seal it

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE