SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Physical Inventory Wall-to-Wall Count 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
☐	Count in pairs and count blind: never look up the book quantity	
☐	Count every location in your zone, recording empty ones as zero	
☐	Verify the item and unit of measure; never assume a pallet quantity	
☐	Cannot see or reach it from the floor? Request equipment access, never climb	
☐	Mark the location counted and turn tags in as each bay finishes	
☐	Do not move product during the count except by the coordinator's direction	
☐	Flagged variance? A different team recounts blind before anything posts	
☐	Report damage, bad labels, and unsafe conditions to the control desk 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
☐	Aisles and passageways in every count zone are clear, passable, and in good repair before and during the count, including the aisles used by equipment providing elevated access **29 CFR 1910.176(a)**	
☐	Floors and walking surfaces in count zones are clean, dry, and free of debris, spills, and protruding objects, and conditions found during the count are reported and corrected **29 CFR 1910.22(a)**	
☐	Portable ladders used for count access are inspected, set on stable level surfaces, never moved while occupied, never overloaded, and never placed on boxes, pallets, or product for extra height, and stepladder top steps and caps are not used as steps **29 CFR 1910.23(c)**	
☐	Rolling ladder stands and mobile ladder stand platforms have their casters locked so they cannot move while a counter is on them **29 CFR 1910.23(e)**	
☐	Every person operating a powered industrial truck for elevated count access has successfully completed the required operator training and evaluation **29 CFR 1910.178(l)(1)**	

☐	Counters never climb rack, pallets, product, or carts and never ride on forks or a raised pallet to reach or read a location	
☐	The receipt and shipment cutoff is documented, the transaction freeze holds from cutoff through adjustment posting, and post-cutoff receipts stay in the exclusion area uncounted	
☐	Every location in book inventory is counted or confirmed empty, including holds, damage, returns staging, and in-scope trailers, and every numbered tag or count sheet is accounted for	
☐	Counts are blind through the first count and recount, flagged variances are recounted by a different team, and large variances carry documented research	
☐	The adjustment batch posts only after finance sign-off and after external auditor test counts and observation are complete, and the post-count review feeds root causes back into the cycle count program	

WARNINGS

Never climb rack, pallets, product, or a cart to reach or read a location

Never ride on forks or on a pallet raised by a truck

Freeze means freeze: no receipts, picks, moves, or adjustments without the coordinator

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE