SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Pick Face Replenishment 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
☐	Take the top task in the queue; emergency tasks always jump the line	
☐	Clear the drop zone before the lift: no picker below or beside the load	
☐	Scan the reserve location and the pallet before it moves	
☐	Travel with the load down; never stage a pallet across the aisle	
☐	Scan the face before stocking; old stock forward, new stock behind	
☐	Stack within the face lines, stable, nothing hanging into the aisle	
☐	Re-wrap the partial and scan it back into reserve	
☐	Take the empty pallet and all wrap with you; confirm the task closed	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Reserve pallets are pulled and pick faces are stocked so that storage remains stable and secure against sliding or collapse, in the rack and in the face **29 CFR 1910.176(b)**	
☐	Aisles stay clear during replenishment: no pallet staged across the aisle, no empty pallet or packaging left at the face, no product overhanging the face boundary **29 CFR 1910.176(a)**	
☐	Only operators trained and evaluated under the powered industrial truck standard perform reserve pulls, on the truck type they are certified for **29 CFR 1910.178(l)(1)**	
☐	No person stands or passes under the elevated load during a reserve pull, and the drop zone below and beside the load is cleared before the lift and kept clear until the load is down **29 CFR 1910.178(m)(2)**	
☐	The floor at the pick face is left clean and free of wrap, banding, and debris after every replenishment **29 CFR 1910.22(a)**	
☐	Emergency replenishment tasks are worked ahead of demand-driven and min/max tasks, and operators do not cherry-pick the queue	

☐	Both the from-location and the to-location are scanned at the location on every move, never keyed from memory	
☐	New stock is loaded behind or beneath old stock so pickers consume oldest first, per the facility rotation rule	
☐	Partial pallets are restabilized and returned to a scanned reserve location, never left unrecorded in an aisle	
☐	Damaged, blocked, or mismatched faces are reported and never stocked to close a task	

WARNINGS

Never raise or lower a reserve pallet over an occupied pick face; clear people out first and keep them out until the load is down

Never key a location from memory; a wrong scan strands stock and sends a picker to an empty face

Never leave an empty pallet, wrap, or banding at the face; the next person through is a picker on foot

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE