SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Batch Picking with Carts 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
☐	Check the cart: casters, frame, shelves, brake	
☐	Scan each tote to its cart position; confirm the batch ID	
☐	Push the cart, never pull; take corners wide and slow	
☐	Park parallel to the rack face, never across the aisle	
☐	Scan location, scan item, count quantity, then scan the tote	
☐	Heavy in the bottom totes, fragile on top, nothing above the rim	
☐	Short? Report it at the location; never rob another tote	
☐	Close the batch and deliver the cart to the staging lane	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Carts are never left across an aisle, in a cross aisle, in a doorway, or unattended in a travel path 29 CFR 1910.176(a)	
☐	Pick aisle floors are kept clean and free of wrap, banding, dunnage, and spills 29 CFR 1910.22(a)	
☐	Every tote is scanned to its cart position at batch start and the destination tote is confirmed on every pick line	
☐	Shortages are reported in the system at the location and are never covered from another order's tote	
☐	Carts with damaged casters, bent frames, or failed brakes are tagged out and removed from service	

WARNINGS

Never climb on the cart or a shelf to reach product

Confirm the tote on every line, even a single unit pick

A loaded cart blocks your view: stop and look before every cross aisle

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE