SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

# Full Case and Pallet Picking 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 |
|---|---|---|
| ☐ | Check the pallet first: no broken boards, no raised nails | |
| ☐ | Scan the location, scan the item, count the cases | |
| ☐ | Heavy on the bottom, square to the pallet, zero overhang | |
| ☐ | Interlock the layers and stay under the height limit | |
| ☐ | Wrap from the deck up and tie the bottom to the pallet | |
| ☐ | Push the top corner: any shift means rebuild it | |
| ☐ | Pulling a full pallet? Inspect the load before you lift it | |
| ☐ | Travel low and tilted back; horn at every corner | |

## 2. Compliance checks

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

| DONE | CHECK | NOTES |
|---|---|---|
| ☐ | Picked pallets are stacked square, interlocked or banded, and kept within the facility height limit so the load is stable and secure against sliding or collapse **29 CFR 1910.176(b)** | |
| ☐ | Aisles, cross aisles, and doorways stay clear and in good repair, and pallets are never set down in a travel path **29 CFR 1910.176(a)** | |
| ☐ | A pallet is never set down where it blocks an exit, an electrical panel, or a fire extinguisher | |
| ☐ | Every powered industrial truck used for case and pallet work is operated only by an operator who has been trained and evaluated on that truck type **29 CFR 1910.178(l)(1)** | |
| ☐ | Bulk and reserve aisle floors are kept clear of broken banding, loose wrap, slip sheets, and spills **29 CFR 1910.22(a)** | |
| ☐ | Broken pallets are removed from service and loads are wrapped or banded and pass a push test before they travel | |

**WARNINGS**

Never climb on rack, a pallet, or stacked cases to reach product

Never lift or move a load with anyone under, on, or beside it

Height turns a load over: stop below the limit, not above it

Never restack a collapsed load in a live aisle

## SUPERVISOR REVIEW

| REVIEWED BY (SUPERVISOR) | SIGNATURE | DATE |
|---|---|---|
| | | |