SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Discrete Order Picking 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
☐	Confirm the order is yours before you start the path	
☐	Check for truck traffic before entering the aisle; make eye contact	
☐	Park the cart against the rack face, never across the aisle	
☐	Scan the location, then scan the item, then count the quantity	
☐	Lift close to the body; pivot with your feet, do not twist	
☐	Heavy on the bottom, square to the pallet, nothing overhanging	
☐	Short or damaged? Report it at the location, do not substitute	
☐	Stage the finished order in the lane, not in the aisle	

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, cross aisles, and passageways are kept clear of carts, pallets, and totes during picking **29 CFR 1910.176(a)**	
☐	Pick aisle floors are kept clean and free of wrap, banding, dunnage, and spills **29 CFR 1910.22(a)**	
☐	Picked loads are built stable and square with no overhang and are limited in height so they are secure against sliding or collapse **29 CFR 1910.176(b)**	
☐	Loads are kept below the height at which they block the picker's view of the aisle ahead	
☐	Every pick is verified by scanning the location and the item and confirming a counted quantity	
☐	Associates never climb on rack, shelving, pallets, or carts to reach product	

WARNINGS

Never climb on rack, shelving, a pallet, or a cart to reach product

Never leave a cart or pallet unattended in an aisle or cross aisle

Out of reach means call for replenishment, not stretch for it

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE