SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Wave and Zone 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 your zone assignment before the first pick	
☐	Scan the tote; work only the lines your zone owns	
☐	Scan location, scan item, count it, then confirm the tote	
☐	Every line picked or shorted before the tote leaves you	
☐	Place the tote square on the belt and let it go	
☐	Cross only at a designated crossover, never over the line	
☐	Queue building at your boundary? Call the lead, stop feeding it	
☐	Close the wave with the aisle and boundary clear	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Overflow containers, carts, and pallets are never staged in an aisle, cross aisle, doorway, or crossover, which stay clear and in good repair **29 CFR 1910.176(a)**	
☐	Nothing is staged in front of an exit, an electrical panel, or a fire extinguisher	
☐	Every zone has an open, walkable route in and out, and associates use designated crossovers rather than stepping over, under, or through a conveyor **29 CFR 1910.22(c)**	
☐	Zone and boundary floors are kept clean and free of wrap, banding, dunnage, and spills **29 CFR 1910.22(a)**	
☐	A tote is released to the next zone only when every assigned line is picked or formally shorted in the system	
☐	Pickers never reach into a moving conveyor line or clear a jam, and waves are held rather than released onto a congested zone	

WARNINGS

Never reach into a moving conveyor or clear a jam yourself

Never release a tote that is not complete or formally shorted

Never stage overflow in an aisle, doorway, or crossover

Zone boundaries are blind corners: stop and look before entering

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE