SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

# System-Directed Putaway 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 |
|---|---|---|
| ☐ | Scan the pallet license plate: never take a pallet by sight | |
| ☐ | Check the load: sound pallet, square stack, wrap intact, nothing leaking | |
| ☐ | Check weight against the truck data plate at the height you will lift | |
| ☐ | Travel forks low, mast back, horn at every blind corner | |
| ☐ | Clear people from under and beside the load before you raise it | |
| ☐ | Scan the location label at the bay before you place | |
| ☐ | Center the pallet on both beams, no overhang into the aisle or flue | |
| ☐ | Confirm the task on the device before you leave 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 |
|---|---|---|
| ☐ | Loads are placed so that storage is stable and secure against sliding or collapse **29 CFR 1910.176(b)** | |
| ☐ | No load overhangs into the aisle, which is kept clear and in good repair with safe clearance for mechanical handling equipment **29 CFR 1910.176(a)** | |
| ☐ | No load is pushed into the rack flue space, which is kept clear as a facility practice under the building's NFPA 13 sprinkler design | |
| ☐ | Loads are within the truck's rated capacity at the lift height and load center used **29 CFR 1910.178(o)(2)** | |
| ☐ | No one is permitted to stand or pass under an elevated load during placement **29 CFR 1910.178(m)(2)** | |
| ☐ | Putaway aisles and the floor at the location are kept clear of spills, debris, and protruding objects **29 CFR 1910.22(a)** | |

| | | |
|---|---|---|
| ☐ | The license plate and the destination location are both scanned, not keyed or accepted by sight | |
| ☐ | Pallet and load condition is inspected before travel and unstable loads are corrected first | |
| ☐ | Sprinkler clearance and flue space are maintained and product is never stored above the top beam level | |
| ☐ | Overrides of a directed location are supervisor approved and recorded in the system | |
| ☐ | Damaged or tagged out of service locations are never loaded | |

**WARNINGS**

Location full, damaged, or tagged? Stop and report it: never force the pallet in

Never key a location from memory when the label will not scan

**SUPERVISOR REVIEW**

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