SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Putaway to Pallet Racking 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: no broken boards, stringers, or nails	
☐	Check the load: square, wrapped tight, nothing overhanging	
☐	Travel with the load low; never travel elevated	
☐	Scan the location; check the posted beam capacity first	
☐	Look at the bay: beams clipped, uprights straight, deck in place	
☐	Square up to the rack, then raise; place level with no overhang	
☐	Back the forks straight out, lower, then travel	
☐	Confirm the putaway in the system 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
☐	Stored loads are stable, secure against sliding or collapse, and do not overhang the beam into the aisle **29 CFR 1910.176(b)**	
☐	Only operators shown to be competent through completed training and evaluation perform putaway with a powered industrial truck **29 CFR 1910.178(l)(1)**	
☐	Aisles are kept clear of staged pallets and obstructions during putaway **29 CFR 1910.176(a)**	
☐	Posted beam capacity is verified before a pallet is added to a bay, and the bay is inspected for damaged or missing components before loading	
☐	The physical location of every pallet is confirmed in the warehouse management system before the operator leaves the aisle	

WARNINGS

Never place a load in a bay with a bent upright or missing safety clip

Report every rack strike immediately, even if nothing looks broken

Overhang into the aisle can drop a pallet on a pedestrian below

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE