SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Receiving: Inbound Trailer Unloading Checklist

Regulation: 29 CFR 1910.178(k)(1)

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
☐	Talk to the driver; take the keys or placard per facility rule	
☐	Secure the trailer: dock lock engaged, or chocks under the rear wheels	
☐	Open doors from the side; watch for freight that may fall out	
☐	Walk the trailer floor: soft boards, holes, nails, spills, ice	
☐	Seat the leveler on the trailer floor, then cross it slow and level	
☐	Unload rear to front, forks low, horn at the trailer opening	
☐	Damage or short? Photo it, note the BOL, tag it to the hold area	
☐	Log the seal and the count before the trailer is released	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Trailer brakes are set and wheel chocks are placed under the rear wheels, or a dock lock is engaged as the facility-approved equivalent restraint, before a powered industrial truck boards the trailer **29 CFR 1910.178(k)(1)**	
☐	Dockboards and levelers are seated and secured before use and are driven over slowly with the load centered **29 CFR 1910.178(n)(11)**	
☐	Dock, leveler, and trailer floor surfaces are kept clean, dry, and free of debris and protruding objects **29 CFR 1910.22(a)**	
☐	The trailer flooring is checked for breaks and weakness before a forklift is driven onto it **29 CFR 1910.178(m)(7)**	
☐	Freight damage, shortage, and overage are noted on the bill of lading before signing and recorded in the receiving system	
☐	Defective levelers, dock locks, and dock lights are tagged out of service and the door is taken out of use	

WARNINGS

Never enter a trailer that is not chocked or locked in

Trailer moved or floor feels soft? Get out and stop the unload

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE