SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Parcel and Small Package Receiving 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
☐	Meet the driver at the parcel door; drivers stay out of the aisles	
☐	Count every piece against the manifest before you sign	
☐	Look at each carton: crushed, punctured, wet, resealed, rattling	
☐	Damage or short? Write it on the record and photograph it before signing	
☐	Get parcels off the floor and onto a cart or table right away	
☐	Scan every tracking number and match it to a PO or requestor	
☐	Route high value and cold chain straight to secure or conditioned storage	
☐	Clear the door: break down boxes, pick up banding, sweep the floor	

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, doorways, and the dock area stay clear of staged parcels and packaging waste **29 CFR 1910.176(a)**	
☐	Staged parcel stacks and loaded carts are stable, limited in height, and secure against toppling **29 CFR 1910.176(b)**	
☐	The receiving floor is kept free of cut banding, packaging debris, and tracked in water **29 CFR 1910.22(a)**	
☐	Cut-resistant gloves, eye protection, and safety-toe footwear are provided and used for carton opening and handling **29 CFR 1910.132(a)**	
☐	Pieces are counted against the manifest before the delivery record is signed	
☐	Damage and shortages are noted on the delivery record and photographed before the driver leaves	

☐	Every tracking number is scanned into the receiving system and matched to a purchase order or requestor	
☐	Safety cutters with retracting or recessed blades are used instead of fixed blade knives	
☐	High value, controlled, and temperature sensitive parcels are moved to secure or conditioned storage the same shift	

WARNINGS

Never sign clean for a damaged or short delivery

Never open a suspicious or unidentified package: isolate it and call a supervisor

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE