SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Receiving Quality Inspection and Hold 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
☐	Flagged for inspection? Set the hold in the system before the pallet moves	
☐	Take it straight to the hold location, never to a putaway lane	
☐	Tag every pallet: item, lot, quantity, reason, date	
☐	Check identity and paperwork before you open anything	
☐	Sample per the plan, from several cartons, not just the nearest one	
☐	Inspect against the current spec and record defects with photos	
☐	Reseal and relabel what you opened, and account for samples used	
☐	Only QA releases or rejects: nothing leaves hold without that call	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Held material is stacked stably and limited in height so the storage is secure against sliding or collapse **29 CFR 1910.176(b)**	
☐	The hold area is bounded so held stock never obstructs aisles, passageways, or lift truck paths **29 CFR 1910.176(a)**	
☐	The inspection station and hold area are kept clear of packaging debris, cut banding, and spills **29 CFR 1910.22(a)**	
☐	Cut-resistant gloves, eye protection, and any product-specific protective equipment are provided and used during sampling and inspection **29 CFR 1910.132(a)**	
☐	Hold status is applied in the system before the material leaves the receiving area	
☐	Every held pallet or container carries a physical hold tag showing item, lot, quantity, reason, and date	
☐	Hold locations are flagged non pickable and non allocatable so no task can pull from them	

☐	The hold area is identified with signage and marked boundaries consistent with the facility floor marking standard	
☐	Inspection is performed against the current specification revision and results are recorded with evidence	
☐	Only the designated release authority releases or rejects held material, and no hold is released by default through age	
☐	Rejections raise a supplier nonconformance record and repeat rejections drive a corrective action request	

WARNINGS

Never put away, pick, or ship material that is on hold

Never release held stock because it has been sitting a long time: escalate it

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE