SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Returns Disposition and Restock 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
☐	Pull the triage record; no record means it goes back to triage	
☐	Recall, hazard, or restricted? Stop: hold or hazmat route, never restock	
☐	Vendor return or warranty covered? Stage it with the authorization	
☐	Sellable as received? Scan and restock to the primary pick face	
☐	Needs work? Route to refurb with the defect code and photos	
☐	Opened or repacked? Restock to open box secondary, not primary	
☐	Scrapping it? Get the approval, record the reason code, then destroy	
☐	Record the system transaction the moment the unit moves	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Restocked and staged returns are stacked and stored so they are stable and secure against sliding or collapse **29 CFR 1910.176(b)**	
☐	Disposition lanes and the refurbishment area leave safe clearance and keep aisles and passageways clear and in good repair **29 CFR 1910.176(a)**	
☐	Returns, refurbishment, and scrap areas are kept free from accumulated packaging, scrap, and dunnage that create tripping, fire, or pest hazards **29 CFR 1910.176(c)**	
☐	Benches, aisles, and floors in the returns and scrap areas are kept clean, dry, and free of debris and sharp objects **29 CFR 1910.22(a)**	
☐	Every unit is dispositioned by the stated decision rules, with the rule applied and any required approval recorded against the unit	
☐	Units restocked to a primary picking location are verified by scan, meet the as-new standard, and have customer data cleared where applicable	

☐	Write-offs are approved at the correct threshold, recorded with a real reason code, and the inventory transaction happens when the unit physically leaves	

WARNINGS

Never restock a unit into a pick face just to clear a lane

Never scrap a unit without the approval and the reason code

Never restock a device that still holds customer data

Batteries, aerosols, and chemicals never go in the compactor

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE