SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

LTL Freight and Bill of Lading Documentation 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
☐	Build tight to the pallet: no overhang, heavy low, wrap to the deck	
☐	Weigh on the certified scale and measure at the widest points	
☐	Placard every unit 1 of 3, 2 of 3, 3 of 3 with the consignee	
☐	Check the BOL: consignee, class, NMFC, weight, unit count, accessorials	
☐	Check the driver in and log carrier, tractor, trailer, and pro	
☐	Count the units with the driver, touching each one	
☐	Get the signature, record the seal, then release the door	
☐	Clear the lane: wrap, banding, and empty pallets gone	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Handling units are stacked, wrapped, and banded so they are stable and secure against sliding or collapse, with no pallet overhang **29 CFR 1910.176(b)**	
☐	LTL staging lanes leave safe clearance at the dock and keep aisles and passageways clear and in good repair **29 CFR 1910.176(a)**	
☐	Staging areas are kept free from accumulated wrap, banding, dunnage, and broken pallets **29 CFR 1910.176(c)**	
☐	Dock and staging surfaces are kept clean, dry, and free of debris and protruding objects after every tender **29 CFR 1910.22(a)**	
☐	Each handling unit is weighed on a certified scale and measured, and the declared weight, dimensions, NMFC item, and class on the bill of lading match the freight as built	
☐	The handling unit count is verified with the driver present and the driver signs for that count before the freight is released	

☐	Seal numbers, pro numbers, and driver signatures are recorded on the document and in the facility system the same day	

WARNINGS

Never estimate a weight; carriers reweigh and the charge follows

Never sign or release against a count you did not touch

Overhanging freight is damaged freight; rebuild the unit

Wrong class or NMFC is a reclass bill and a denied claim

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE