SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Outbound Load Quality Audit 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
☐	Confirm the trailer is chocked or locked in before you step in	
☐	Count the pallets and check the stop sequence against the load plan	
☐	Rear to nose: leaning stacks, crushed bottoms, torn wrap	
☐	Heavy low and spread out; nothing over the rating or all in the tail	
☐	Nothing overhanging the sides, the door frame, or touching the roof	
☐	Every void filled, rear of every stop section bared or strapped	
☐	Photograph the rear face, the securement, the door, and the seal	
☐	Fail it? Hold the trailer, code the defect, re-audit after rework	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Every stack on an audited load is verified stable and secure against sliding or collapse **29 CFR 1910.176(b)**	
☐	The audit verifies that voids are filled and the rear of the load is secured for over the road transit, per the DOT cargo securement rules at 49 CFR 393.100 and the customer routing guide	
☐	The dock aisle behind the audited door is kept clear and in good repair with safe clearance for mechanical handling equipment **29 CFR 1910.176(a)**	
☐	Rework handling uses only stable, safely arranged loads within the truck's rated capacity, with off-center or high loads adjusted before they are moved **29 CFR 1910.178(o)**	
☐	The auditor confirms the trailer brakes are set and wheel chocks are placed under the rear wheels before entering the trailer, or that the facility's mechanical trailer restraint accepted under OSHA interpretive guidance is engaged in place of chocks **29 CFR 1910.178(k)(1)**	

☐	The dockboard or leveler is confirmed rated and seated, any portable dockboard is secured against unintentional movement, and the trailer is prevented from moving while anyone is on the dockboard 29 CFR 1910.26	
☐	The audit is performed by someone other than the person who built the load, and the trailer is held until the audit result is closed	
☐	Photographs of the finished load, the rear securement, the trailer and door numbers, and the applied seal are attached to the audit record	
☐	Every defect is coded and recorded even when corrected on the spot, and a reworked load is re-audited before release	

WARNINGS

Never audit a load you built yourself

Never enter a trailer that is not chocked or locked in

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

A failed load is held at the door, not released with a promise

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE