SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Parcel Carrier Manifest and Trailer Close 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
☐	Call the cutoff warning; stations scan out and stage to the carrier lane	
☐	Sweep for strays: benches, problem bin, oversize, chutes	
☐	Run the unmanifested report; reconcile system count to physical count	
☐	Close the manifest per carrier, print or transmit the end of day	
☐	Count with the driver, get the signature, log the pickup	
☐	Walk the trailer: stable stacks, rear secured, nobody inside	
☐	Seal, log the number, release the lock and the driver	
☐	Clear the dock: containers down, banding gone, aisles clear	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Dock aisles, takeaway lanes, and parcel staging lanes are kept clear and in good repair with safe clearance for mechanical handling equipment **29 CFR 1910.176(a)**	
☐	Parcel stacks in the trailer and in staging lanes are stable and secure against sliding or collapse **29 CFR 1910.176(b)**	
☐	The rear of a loose loaded parcel trailer is secured with a load bar, net, or wall of empty containers before the doors close, per the DOT cargo securement rules at 49 CFR 393.100 and the carrier's loading requirements	
☐	The dockboard or leveler is rated for the load, any portable dockboard is secured against movement, and the trailer is prevented from moving while employees are on the dockboard- **29 CFR 1910.26**	
☐	Dock and staging surfaces are kept clean, dry, and free of debris, banding, wrap, and protruding objects at end of day **29 CFR 1910.22(a)**	

☐	The manifest is closed only after the physical count is reconciled against the carrier system, and the driver signs for the count received	
☐	No package is added to a load after the manifest is closed and the driver has signed	

WARNINGS

Never load a package that is not on a manifest

Never sign or hand over a count you did not verify

Nothing gets added after the manifest closes; roll it to tomorrow

Never enter the trailer unless it is chocked or locked in

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE