SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Outbound Trailer Loading Checklist

Regulation: 29 CFR 1910.178(k)(1)

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
☐	Talk to the driver; take the keys or placard per facility rule	
☐	Secure the trailer: dock lock engaged, or chocks under the rear wheels	
☐	Walk the trailer floor: soft boards, holes, nails, spills, ice	
☐	Seat the leveler on the trailer floor, then cross it slow and level	
☐	Load nose to rear, tight to the walls, heavy low and spread out	
☐	Fill every void; load bar the rear before the doors close	
☐	Verify the count against the BOL before you seal	
☐	Seal it, log the number, then release the lock and the driver	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Trailer brakes are set and wheel chocks are placed under the rear wheels, or a dock lock is engaged as the facility-approved equivalent restraint, before a powered industrial truck boards the trailer **29 CFR 1910.178(k)(1)**	
☐	Dockboards and levelers are seated and secured before use and are driven over slowly with the load centered **29 CFR 1910.178(n)(11)**	
☐	Freight is stacked, blocked, and braced so it is stable and secure against sliding or collapse **29 CFR 1910.176(b)**	
☐	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 carrier's loading requirements	
☐	Dock, leveler, and trailer floor surfaces are kept clean, dry, and free of debris and protruding objects **29 CFR 1910.22(a)**	
☐	The physical count is verified against the bill of lading and the seal number is recorded on the document and in the system before the trailer is released	

WARNINGS

Never enter a trailer that is not chocked or locked in

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

An unsecured void lets the load run and crush whoever opens the doors

Never sign a bill of lading for a count you did not verify

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE