SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

WMS Downtime and Manual Operations Checklist

Best practice: no regulation governs this procedure, so none is cited.

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
☐	System down? Report it and wait; only the named leader declares downtime	
☐	Downtime declared: pull the kit, work only from its forms and the printed map	
☐	Receiving: log PO, item, quantity, condition, and put location as you place it	
☐	Picking: pick from the written form; a second person checks every order line	
☐	Shipping: numbered manual BOL, handoff log, driver signature, every time	
☐	No adjustments, no returns disposition, no new items on paper	
☐	Timestamp every form and turn it in; never throw one away	
☐	Systems back? Keep working paper until the leader announces downtime is over	

2. Compliance checks

Tick each item that is in place.

DONE	CHECK	NOTES
☐	Downtime is declared, tiered, and ended only by the authorized title, with start time, tier changes, and end time recorded on the downtime event log	
☐	The downtime kit is sealed, staged at its assigned location, inspected after every use and drill, and its pick-face map carries a print date within the set cadence	
☐	Every manual receipt is logged with PO or shipment reference, item, quantity, condition, and the actual put location, written at the moment of putaway	
☐	Every downtime order is picked from a written pick form and verified line by line by a second associate, with both picker and checker initials, before it ships	
☐	Every downtime shipment leaves on a numbered manual BOL and is recorded on the carrier handoff log with a driver signature	
☐	No inventory adjustment, returns disposition, or new client item setup is performed during downtime, and any approved exception is written on the downtime event log	

☐	During a Tier 3 outage, shipping is stopped until the declarer confirms the order data is trustworthy	
☐	After recovery, the single recovery owner keys every paper transaction in timestamp order, and a second person reconciles the paper against the keyed entries, before normal work resumes	
☐	Every location touched during the outage is variance counted within the facility's set window, and the full paper set is retained	
☐	A downtime drill is held twice a year, the kit is audited at each drill, and drill findings are fixed before the drill is closed	

WARNINGS

Never write a quantity or location from memory; an unlogged move is lost inventory

Never ship an order without the two-person check and both sets of initials

Never key your own paper into the system after recovery; only the recovery owner enters downtime transactions

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE