Warehouse Standard Operating Procedures : Checklist

For warehouse associates, dock leads and logistics supervisors. Adapt every item to your site, equipment and written procedures.

Checklist

- ■ Hazard covered: poorly stacked racks
- ■ Hazard covered: loads shifting during transport
- ■ Hazard covered: manual lifting strain
- ■ Decision practiced: inspect and secure a load against shifting
- ■ Decision practiced: stop and report a damaged load
- ■ Decision practiced: stack and store freight on racks correctly
- ■ Decision practiced: check the trailer is secured before entering
- ■ Hands-on part done: supervised shifts on the real dock
- ■ Hands-on part done: equipment training with an evaluator
- ■ Hands-on part done: the site standard operating procedures
- ■ Review question: was the load braced?
- ■ Review question: was the trailer secured?
- ■ Review question: was the pedestrian path kept?

Stays hands-on and in person

- • supervised shifts on the real dock
- • equipment training with an evaluator
- • the site standard operating procedures

This checklist supports, and does not replace, required training, supervision or evaluation. It does not certify anyone.