 **WAREHOUSE SOP TEMPLATE**

Warehouse Standard Operating Procedure

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

00/00/0000

department responsible

| VERSION HISTORY |
| --- |
| VERSION NO. |  | CURRENT VERSION DATE |  |
| **EFFECTIVE DATE** |  | **EXPIRATION DATE** |  |
| **RESPONSIBLE PERSON** |  | **SIGNATURE** |  |
| **QA MANAGER** |  | **SIGNATURE** |  |
| **WRITER** |  | **APPROVAL** |  |

**REVIEW PROCEDURE**

List how often the SOP should be reviewed and updated and who is responsible.

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1. **INTRODUCTION**
	1. Purpose of document. General information.
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	2. Any policies, regulations, laws that govern this SOP?
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2. **ORDERING**
	1. Where are order forms located? Paper? Web address?
	-
	2. How to place an order: log on instructions?
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	3. Specifics of order process, such as approved vendor, product numbers, delivery type? Quantity limits?
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	4. Approval required? By whom?
	-
	5. How to check status of approval or order?
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	6. How or where to submit order forms?
	-
3. **RECEIVING**
	1. Where are items received?
	-
	2. Who receives items? What should be noted in the log? Truck license plate, company, and truck number?
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	3. Is anything inspected? Should the delivery truck be inspected for spills, odor, vermin, etc.? Who should be notified if a problem occurs?
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	4. How are damaged goods processed?
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	5. How are items unloaded? Check boxes and pallets for cleanliness? Check boxes for damage? Check food items for breakage or spills? Verify delivery slip against box or pallet identification?
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	6. How are items unpacked?
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	7. How are items opened, verified, and unpacked? Are they counted? Are they labelled?
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	8. Any special procedures for handling fragile or hazardous shipments?
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	9. Are procedures different for printed, manufactured, or raw materials?
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	10. How are shipments logged and where? What information is included?
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	11. How is paperwork, such as packing slips, processed?
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**STAFF SIGNATURES**

Obtain signatures from employees to confirm that they have read and understood procedures.

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| --- | --- | --- |
| **STAFF MEMBER NAME** | **SIGNATURE** | **DATE** |
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