[](https://goo.gl/3dyZqy) **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.  
      -
   2. Any policies, regulations, laws that govern this SOP?  
      -
2. **ORDERING**
   1. Where are order forms located? Paper? Web address?  
      -
   2. How to place an order: log on instructions?   
      -
   3. Specifics of order process, such as approved vendor, product numbers, delivery type? Quantity limits?  
      -
   4. Approval required? By whom?  
      -
   5. How to check status of approval or order?  
      -
   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?  
      -
   3. Is anything inspected? Should the delivery truck be inspected for spills, odor, vermin, etc.? Who should be notified if a problem occurs?  
      -
   4. How are damaged goods processed?  
      -
   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?  
      -
   6. How are items unpacked?  
      -
   7. How are items opened, verified, and unpacked? Are they counted? Are they labelled?  
      -
   8. Any special procedures for handling fragile or hazardous shipments?  
      -
   9. Are procedures different for printed, manufactured, or raw materials?  
      -
   10. How are shipments logged and where? What information is included?   
       -
   11. How is paperwork, such as packing slips, processed?  
       -

**STAFF SIGNATURES**

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

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