**WAREHOUSE STANDARD OPERATING PROCEDURE SOP**

**[COMPANY NAME]**

[Street Address]

[City, State and Zip]

[Email Address]

**Version 0.0.0**

**[Date]**

**department responsible**

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

**REVIEW PROCEDURE**

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

1. **INTRODUCTION**
* Purpose of document. General information.
* Any policies, regulations, laws that govern this SOP
1. **ORDERING**
* Where are order forms located? Paper? Web address?
* How to place an order: log on instructions?
* Specifics of order process, such as approved vendor, product numbers, delivery type? Quantity limits?
* Approval required? By whom?
* How to check status of approval or order?
* How or where to submit order forms?
1. **RECEIVING**
* Where are items received?
* Who receives items? What should be noted in the log? Truck license plate, company, and truck number?
Is anything inspected? Should the delivery truck be inspected for spills, odor, vermin, etc.? Who should be notified if a problem occurs?
* How are damaged goods processed?
* 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?
* How are items unpacked?
* How are items opened, verified, and unpacked? Are they counted? Are they labelled?
* Any special procedures for handling fragile or hazardous shipments?
* Are procedures different for printed, manufactured, or raw materials?
* How are shipments logged and where? What information is included?
* 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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