

Warehouse Standard Operating Procedure

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

VERSION 0.0.0

0000/0000

DEPARTMENT RESPONSIBLE

VERSION HISTORY			
VERSION #		DATE OF VERSION DATE	
APPROVE DATE		APPROVE DATE	
REVISION NUMBER		DATE	
BY WHOM		DATE	
DATE		APPROVE	

REVIEW PROCEDURE

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

1. INTRODUCTION

- 1.1. Purpose of document. General information.
- 1.2. Any policies, regulations, laws that govern the SOP.

2. ORDERING

- 2.1. Where are order forms located? Paper? Web? online?
- 2.2. How to place an order (per instructions)
- 2.3. Specifics of order process, such as approved vendor, product number, delivery speed, quantity limit
- 2.4. Approval required to order?
- 2.5. How to check status of approved or order?
- 2.6. How or where to submit order form?

3. RECEIVING

- 3.1. Where are forms required?
- 3.2. Who receives formal order status or notes in the right truck, correct ports, containers, and truck number?
- 3.3. Is anything inspected? Should the delivery truck be inspected for gills, odor, water, etc. If what should be called if a problem occurs?
- 3.4. How are damaged goods processed?
- 3.5. How are items checked? Check boxes and ports for correctness? Check boxes for damages? Check box items for breakage or good verify delivery vs. signed box or proof of receipt?
- 3.6. How are items processed?
- 3.7. How are items opened, verified, and checked? Are they counted by the carrier?
- 3.8. Any special procedures for handling fragile or hazardous shipment?
- 3.9. Are procedures different for perish, manufactured, or raw material?
- 3.10. How are shipment signed and where? What information is required?
- 3.11. How is shipment, such as packing slip, processed?

STAFF SIGNATURES

Order signature for employees to confirm that they read and understand procedure.

EMPLOYEE NAME	SIGNATURE	DATE

Standard Operating Procedures Sop For Warehouse

Mamta Malik Rathee,Dr. Pushpa Rani

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