

Standard Operating Procedure (SOP)

Cleaning and Organization of Receiving Area Post-Delivery

This SOP details the **cleaning and organization of the receiving area post-delivery**, including the removal of packaging materials, proper disposal of waste, sanitization of surfaces, arrangement of received goods, inspection for damages, and maintenance of a safe, efficient, and clutter-free environment to facilitate smooth operations and compliance with safety standards.

1. Purpose

To ensure the receiving area is properly cleaned and organized after each delivery to support safety, efficiency, and regulatory compliance.

2. Scope

This SOP applies to all staff responsible for the receiving area immediately following any delivery.

3. Responsibilities

- All receiving staff: Follow this procedure post-delivery.
- Supervisors: Ensure compliance and resolve any issues or hazards found during cleaning and inspection.

4. Procedure

- 1. Removal of Packaging Materials:**
 - Collect and separate cardboard, plastic, pallets, and other packaging materials.
 - Stack recyclable materials in the designated area. Place non-recyclables in the waste bin.
- 2. Proper Disposal of Waste:**
 - Dispose of waste materials following company waste segregation guidelines.
 - Ensure bins are not overflowing; replace liners if needed.
- 3. Sanitization of Surfaces:**
 - Wipe down all surfaces, including floors, counters, racks, and door handles, with approved disinfectant.
 - Allow surfaces to air dry adequately before arranging any goods.
- 4. Arrangement of Received Goods:**
 - Neatly stack goods in the designated storage area, using FIFO (First In, First Out) where applicable.
 - Label and document the items as per inventory protocol.
- 5. Inspection for Damages:**
 - Visually inspect received goods for any damages or discrepancies.
 - Report and document any issues immediately to the supervisor.
- 6. Maintain Safe and Clutter-free Environment:**
 - Ensure aisles and exits are clear.
 - Check for any spills or obstacles and address them immediately.

5. Documentation

- Log date, time, and initials of the employee completing each step.
- Record any incidents or damage discovered during inspection.

6. Safety & Compliance

- Wear appropriate PPE (Personal Protective Equipment) at all times.
- Follow all company health and safety protocols.

7. Review

This SOP must be reviewed annually or after any major delivery incident or procedural change.