

SOP Template: Unloading and Storage Procedures

This SOP details **unloading and storage procedures** to ensure the safe and efficient handling of materials upon arrival. It covers guidelines for unloading equipment, proper handling techniques to prevent damage, inspection protocols, and safe storage practices to maintain product quality and warehouse organization. The procedure aims to minimize risk, optimize space utilization, and maintain inventory accuracy while ensuring worker safety.

1. Purpose

To outline standard procedures for the safe and organized unloading and storage of materials within the warehouse.

2. Scope

This SOP applies to all employees involved in the receipt, unloading, inspection, handling, and storage of materials.

3. Responsibilities

- **Warehouse Manager:** Oversee unloading/storage processes and ensure staff are trained.
- **Warehouse Staff:** Follow procedures for unloading, handling, and storage.
- **Safety Officer:** Ensure safety guidelines are followed during all operations.

4. Required Equipment

- Pallet jacks/forklifts
- Personal protective equipment (PPE)
- Inspection checklists
- Storage bins/shelves/racks
- Inventory management system (if applicable)

5. Procedure

1. Preparation for Unloading

- Verify delivery schedule and documentation.
- Ensure unloading area is clear and safe.
- Conduct pre-operation safety checks of unloading equipment.
- Ensure all staff are equipped with proper PPE.

2. Unloading Materials

- Use approved equipment (e.g., forklift, pallet jack) for unloading.
- Follow safe lifting and handling techniques to prevent injury and damage.
- Report and document any damaged goods during unloading.

3. Inspection

- Inspect materials for quantity, quality, and visible damage according to the checklist.
- Separate and document any damaged or non-conforming items.
- Record inspection results in the inventory management system.

4. Storage Procedures

- Assign storage locations based on material type and storage requirements.
- Store materials in designated areas following FIFO/LIFO or other inventory methods as applicable.
- Place heavy items on lower racks and ensure all items are stable and secure.
- Maintain clear aisles and access to emergency exits.

5. Documentation

- Update records to reflect new inventory levels and storage locations.
- File completed unloading and inspection checklists.

6. Safety and Compliance

- Adhere to OSHA and local safety regulations at all times.
- Report any incidents, near misses, or equipment malfunctions immediately.

- Attend regular safety and equipment operation training.

7. Records and Documentation

- Receiving and inspection logs
- Inventory records
- Incident and damage reports

8. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-15	Initial SOP issued	Warehouse Manager