



Warehouse Checklist

Company: _____

Department: _____

Operation: _____

Crew/Shift: _____

Inspector: _____

Date: _____

RECEIVING AREA

- ☐ Loading dock catch pans in place for receipt of container shipments
- ☐ Rail truck unloading valve catch pans in place before openings
- ☐ Samples collected in approved containers
- ☐ Container trucks cleaned after unloading
- ☐ Hopper car/truck valve covers in place before moving
 - ☐ Full walk around conducted
 - ☐ Transfer lines flushed and clean
- ☐ Dock area swept clean
- ☐ Car/Truck unloading area clean
- ☐ Raw Material Storage area clean
- ☐ Aisles in clean condition
- ☐ No leaking boxes
- ☐ No leaking bags
- ☐ Waste collection containers emptied
- ☐ Boxes cleaned and flattened
- ☐ Bags fully emptied prior to disposal
- ☐ Broken pallets repaired or replaced

Inspected By: _____

Inspection Date: _____