



# Cross-Docking Operation Checklist: Efficiency, Safety & Product Handling

## Receiving & Unloading

Verification of inbound shipments, unloading procedures, and initial quality checks.

### Number of Pallets Received

### Condition of Packaging (Upon Arrival)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Damaged

### Scheduled Delivery Date

### Actual Arrival Time

### Bill of Lading (BOL) Number

### Notes on Delivery/Condition

Write something...

### Driver Signature Confirmation

- ☐ Signature Obtained
- ☐ No Signature Obtained

## Sorting & Staging

Accuracy of sorting processes, appropriate staging locations, and congestion management.

### Number of Pallets Received

Enter a number...

### Sorting Method Used

- ☐ By SKU
- ☐ By Carrier
- ☐ By Destination

## Staging Area Location

 [Set My Current Location](#)



## Damaged Goods Identified?

☐ Yes

☐ No

## Description of Damages (if any)

Write something...

## Pallets Sorted Correctly (Count)

Enter a number...

# Product Handling

Safe lifting techniques, use of appropriate equipment, and minimization of damage.

### Quantity Verified

Enter a number...

### Damage Type (if any)

- ☐ Crushing
- ☐ Scratches
- ☐ Punctures
- ☐ Tears
- ☐ None

### Damage Description (if applicable)

Write something...

### Handling Equipment Used

- ☐ Manual Lifting
- ☐ Forklift
- ☐ Pallet Jack
- ☐ Conveyor Belt

### Handling Start Time

### Handling End Time

### Handler Signature

## Outbound Loading

Correct routing, secure loading, and accurate documentation.

### Shipping Carrier

- ☐ UPS
- ☐ FedEx
- ☐ USPS
- ☐ Freight

### Number of Pallets Loaded

### Load Securement Method

- ☐ Strapping
- ☐ Shrink Wrap
- ☐ Edge Protectors
- ☐ Other

### Load Comments/Notes

**Ship Date**

Enter date...

**Load Departure Time**

**Loading Dock Condition**

- ☐ Clear
- ☐ Minor Obstruction
- ☐ Major Obstruction

**Safety Procedures**

Compliance with safety protocols, hazard identification, and emergency preparedness.

**Noise Level (dB)**

Enter a number...

**PPE Compliance (All Personnel)**

- ☐ Fully Compliant
- ☐ Minor Non-Compliance
- ☐ Major Non-Compliance

### Hazards Identified

- ☐ Slipping Hazards
- ☐ Falling Objects
- ☐ Forklift Traffic
- ☐ Chemical Exposure
- ☐ Ergonomic Risks

### Last Safety Training Date

Enter date...

### Location of Nearest First Aid Kit

 [Set My Current Location](#)



### Description of any safety incidents observed

Write something...

### Emergency Exit Lighting Functionality

- ☐ Working
- ☐ Not Working

## Equipment & Maintenance

Operational readiness of forklifts, conveyors, and other equipment; preventative maintenance checks.

### Forklift Fuel Level (Gallons)

### Conveyor Belt Speed (Feet/Minute)

### Last Preventative Maintenance Date

### Equipment Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor



### Equipment Requiring Repair

- ☐ Forklift
- ☐ Conveyor Belt
- ☐ Pallet Jacks
- ☐ Dock Levelers

### Description of Any Issues Found

Write something...

### Time of Last Equipment Inspection

## Documentation & Record Keeping

Accuracy and completeness of receiving and shipping documents; record retention.

### Date of Record Creation

Enter date...

### Receiving Document Number

Enter a number...

### Shipping Document Number

Enter a number...

### Notes on Discrepancies (if any)

Write something...


### Document Status

- ☐ Active
- ☐ Archived
- ☐ Corrected

### Scan of Receiving Document

 Upload File

### Scan of Shipping Document

 Upload File

### Responsible Party (Initials)

Write something...

## Personnel Training & Certification

Verification of training records and certifications for all relevant personnel.

### Employee ID

Enter a number...

### Forklift Certification Expiration Date

- ☐ Not Applicable
- ☐ Valid
- ☐ Expired

### Last Safety Training Date

Enter date...

### Completed Training Modules

- ☐ Material Handling
- ☐ Hazard Communication
- ☐ Ergonomics
- ☐ Emergency Procedures

### Current Certification Status

- ☐ Active
- ☐ Suspended
- ☐ Revoked

### Next Certification Renewal Date

Enter date...