



Distribution Center Workflow Efficiency Audit 2026 Checklist

Receiving & Inbound Processing

Evaluation of dock scheduling, unloading speed, and accuracy of inbound goods verification against purchase orders.

Date of Receipt

Enter date...

Purchase Order (PO) Number

Write something...

Total Units Received

Enter a number...

Arrival Condition Status

- ☐ Intact/Good Condition
- ☐ Damaged Packaging
- ☐ Tampered/Broken Seal

Inbound Documentation Verified

- ☐ Packing Slip
- ☐ Bill of Lading (BOL)
- ☐ Certificate of Analysis (COA)
- ☐ Customs Declaration

Photos of Damaged Goods (if applicable)

 Upload File

Receiving Clerk Signature

Put-Away & Storage Optimization

Assessment of slotting accuracy, bin replenishment efficiency, and utilization of vertical/horizontal storage space.

Put-Away Completion Status

- ☐ Completed
- ☐ In Progress
- ☐ Delayed/Pending

Storage Utilization Percentage

Enter a number...

Storage Method Used

- ☐ Pallet Racking
- ☐ Small Bin/Tote
- ☐ Bulk Floor Storage
- ☐ Automated Storage (AS/RS)

Discrepancy or Obstruction Notes

Write something...

Photo of Put-Away Completion

 Upload File

Warehouse Supervisor Verification

Picking & Order Fulfillment Accuracy

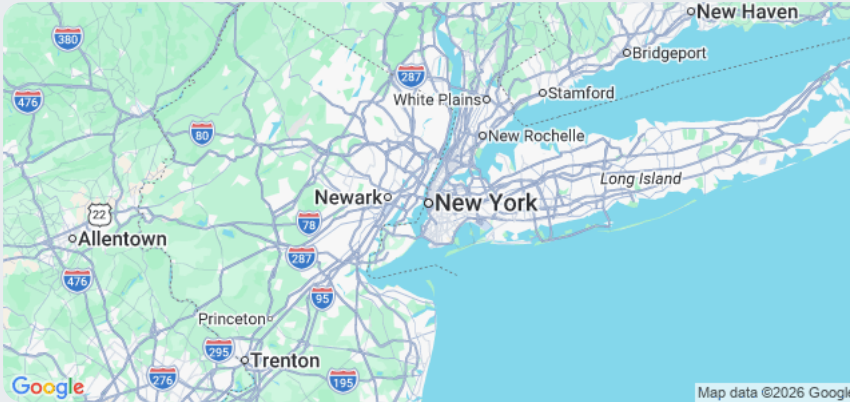
Audit of picking paths, error rates in order selection, and the effectiveness of scanning/verification technologies.

Audit Date

Enter date...

Picking Zone/Aisle Number

 **Set My Current Location**



Order Picking Error Rate (%)

Enter a number...

Picking Method Used

- ☐ Zone Picking
- ☐ Wave Picking
- ☐ Batch Picking
- ☐ Discrete Order Picking

Observed Workflow Bottlenecks

- ☐ Congested Aisles
- ☐ Scanning Equipment Failure
- ☐ Inaccurate Bin Locations
- ☐ Insufficient Packaging Supplies
- ☐ Delayed Order Release

Discrepancy Root Cause Analysis

Write something...

Photo Evidence of Mispicked Items

 Upload File

Auditor Signature

Packing & Kitting Quality Control

Review of packing station ergonomics, material usage efficiency, and compliance with protective packaging standards.

Audit Date

Enter date...

Packing Station ID

- ☐ Station A
- ☐ Station B
- ☐ Station C
- ☐ Station D

Quality Check Performed

- ☐ Weight Verification
- ☐ Label Accuracy
- ☐ Dunnage/Padding Sufficiency
- ☐ Box Integrity Check
- ☐ Order Manifest Match

Error Rate Observed (%)

Enter a number...

Defect Description & Corrective Action

Write something...

Photo Evidence of Packaging Issue

 Upload File

Auditor Signature

Inventory Integrity & Cycle Counting

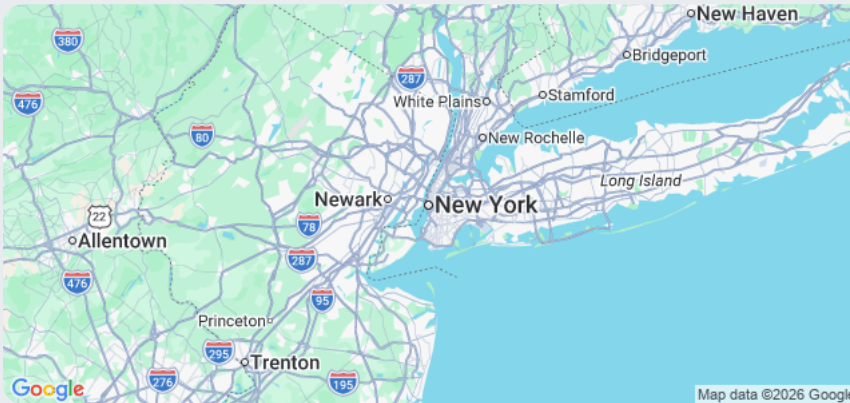
Verification of stock accuracy, frequency of cycle counts, and identification of discrepancies between physical and system stock.

Audit Date

Enter date...

Warehouse Zone/Aisle ID

 **Set My Current Location**



Total Items Sampled

Enter a number...

Number of Discrepancies Found

Enter a number...

Inventory Accuracy Level

- ☐ 99% - 100% (Excellent)
- ☐ 95% - 98.9% (Good)
- ☐ 90% - 94.9% (Warning)
- ☐ Below 90% (Critical)

Discrepancy Root Causes

- ☐ Mislabeling
- ☐ Unrecorded Movement
- ☐ Damaged Goods
- ☐ Data Entry Error
- ☐ Incorrect Unit of Measure

Discrepancy Investigation Notes

Write something...

Upload Cycle Count Report/Photo Evidence

 Upload File

Auditor Verification

Shipping & Outbound Logistics

Inspection of manifest accuracy, carrier handover timelines, and loading dock congestion management.

Shipment Dispatch Date

Enter date...

Carrier Arrival Time

Enter time...

Carrier Service Level

- ☐ Express
- ☐ Standard
- ☐ Economy
- ☐ Freight/LTL

Pre-Departure Verification Checklist

- ☐ Manifest Accuracy Verified
- ☐ Package Weight/Dimensions Confirmed
- ☐ Shipping Labels Applied Correctly
- ☐ Pallet Wrap & Stability Inspected

Total Shipment Count

Enter a number...

Proof of Loading Document (BOL/POD)

 Upload File

Warehouse Dispatcher Signature

Equipment & Automation Performance

Maintenance status and operational uptime of conveyors, AMRs (Autonomous Mobile Robots), and handheld scanners.

Inspection Date

Equipment Status

- ☐ Operational
- ☐ Maintenance Required
- ☐

Conveyor Belt Speed (m/min)

Automated Systems Checked

- ☐ Automated Guided Vehicles (AGVs)
- ☐ Conveyor Systems
- ☐ Automated Storage and Retrieval System (AS/RS)
- ☐ Sorting Machines
- ☐ Handheld Scanners/RF Terminals

Maintenance Notes & Error Logs

Equipment Maintenance Log Upload

 Upload File

Technician/Auditor Signature



Resource & Labor Management

Evaluation of labor productivity metrics, staff training compliance, and workstation ergonomic safety.

Audit Date

Enter date...

Shift Period

- ☐ Morning Shift
- ☐ Afternoon Shift
- ☐ Night Shift

Total Number of Active Personnel

Enter a number...

Observed Training Deficiencies

- ☐ Forklift Certification Expired
- ☐ Safety Protocol Non-compliance
- ☐ Improper PPE Usage
- ☐ Equipment Handling Errors

Labor Productivity Observations

Write something...

Auditor Signature

Returns & Reverse Logistics Flow

Assessment of return processing speed, inspection accuracy, and reintegration of usable stock into inventory.

Return Received Date

Enter date...

Return Reason Category

- ☐ Damaged Goods
- ☐ Incorrect Item Shipped
- ☐ Defective Product
- ☐ Customer Remorse
- ☐ Expired/Perished

Quantity of Items Returned

Enter a number...

Damage or Discrepancy Details

Write something...

Photo Evidence of Damage

 Upload File

Disposition Action

- ☐ Restock to Inventory
- ☐ Return to Vendor (RTV)
- ☐ Dispose/Scrap
- ☐ Repair/Refurbish

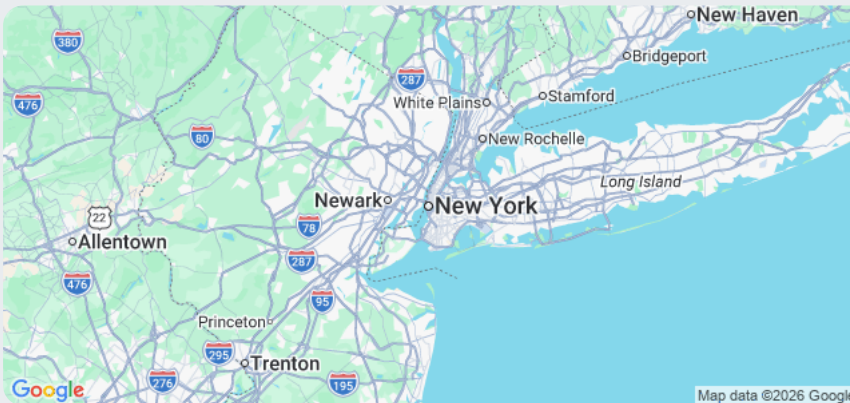
Warehouse Supervisor Approval

Safety, Security & Facility Compliance

Audit of aisle clearance, PPE compliance, dock door security, and adherence to 2026 safety protocols.

Inspection Date

Distribution Center Zone/Aisle

[📍 Set My Current Location](#)

Safety Equipment Present & Functional

- ☐ Fire Extinguishers
- ☐ Emergency Eyewash Stations
- ☐ First Aid Kits
- ☐ Spill Containment Kits
- ☐ Emergency Exit Signage

Aisle Clearance Compliance Status

- ☐ Clear
- ☐ Obstruction Detected
- ☐ Immediate Action Required

Number of Safety Incidents Reported This Shift

Enter a number...

Photo Evidence of Safety Violations

 Upload File

Safety Observations & Corrective Action Notes

Write something...

Safety Officer Verification

< Previous

> Next

✔ Finish

✎ Generate Sample Report