✅ ChecklistGuro

Logistics Performance Monitoring Checklist

Order Fulfillment Cycle Time

Assess the time taken from order placement to delivery, identifying bottlenecks and areas for improvement.

Average Order Processing Time (minutes)

Enter a number...

Average Picking Time (minutes)

Enter a number...

Average Packing Time (minutes)

Enter a number...

Average Transit Time (days)

Enter a number...

Date of Order Fulfillment Measurement

Enter date...

Fulfillment Method

☐ In-House
☐ 3PL
☐ Hybrid

Percentage of Orders Shipped Same Day

Enter a number...

Notes on Any Unexpected Delays

Write something...

Transportation Costs & Efficiency

Evaluate freight rates, carrier performance, and routing optimization to minimize expenses and maximize efficiency.

Average Freight Cost per Shipment

Enter a number...

Fuel Surcharge Percentage

Enter a number...

On-Time Delivery Rate (%)

Enter a number...

Average Transit Time (Days)

Enter a number...

Primary Carrier Mode (e.g., Truck, Rail, Air)

☐ Truck

☐ Rail

☐ Air

☐ Ocean

Carrier Performance Issues (Select all that apply)

☐ Late Deliveries

☐ Damage Claims

☐ Poor Communication

☐ High Rates

Empty Miles Percentage

Enter a number...

Warehouse Operations Metrics

Monitor warehouse throughput, storage utilization, picking accuracy, and inventory levels.

Throughput (Orders/Day)

Enter a number...

Storage Utilization (%)

Enter a number...

Picking Accuracy (%)

Enter a number...

Inventory Turnover Rate

Enter a number...

Dock-to-Stock Time (Minutes)

Enter a number...

Order Cycle Time (Hours)

Enter a number...

Notes/Comments on Key Performance Drivers

Write something...

Carrier Performance & Reliability

Track on-time delivery rates, damage claims, and overall carrier responsiveness.

On-Time Delivery Rate (%)

Enter a number...

Average Transit Time (Days)

Enter a number...

Damage Claims Filed (Count)

Enter a number...

Average Claim Resolution Time (Days)

Enter a number...

Communication Responsiveness (Scale 1-5)

- ☐ 1 - Poor
- ☐ 2 - Fair
- ☐ 3 - Average
- ☐ 4 - Good
- ☐ 5 - Excellent

Comments on Carrier Performance

Write something...

Date of Review

Enter date...

Inventory Accuracy & Management

Verify inventory records, cycle counts, and identify discrepancies affecting order fulfillment.

Cycle Count Frequency (per month)

Enter a number...

Inventory Discrepancy Rate (%)

Enter a number...

Description of Root Causes for Significant Discrepancies

Write something...

Cycle Count Methodology

☐ Periodic

☐ Continuous

Last Full Physical Inventory Date

Enter date...

Number of Inventory Adjustments Made (last month)

Enter a number...

Inventory Accuracy Issue Types

☐ Data Entry Errors

☐ Theft/Loss

☐ Damage

☐ Misplacement

☐ System Integration Issues

Customs Compliance & Documentation

Review import/export documentation accuracy, tariff compliance, and regulatory adherence.

Declaration Filing Date

Enter date...

HS Code

Write something...

Declaration Value (USD)

Enter a number...

Incoterms

- ☐ EXW
- ☐ FCA
- ☐ CPT
- ☐ CIP
- ☐ DAP
- ☐ DPU
- ☐ DDP

Restricted Goods Declaration

- ☐ Yes
- ☐ No

Commercial Invoice

⬆ Upload File

Packing List

⬆ Upload File

Importer of Record Name

Write something...

Reverse Logistics Process

Evaluate returns management, repair cycles, and disposal procedures to optimize efficiency and minimize costs.

Number of Returns Received (Monthly)

Enter a number...

Primary Reason for Returns

- [ ] Defective Product
- [ ] Incorrect Product Shipped
- [ ] Damaged in Transit
- [ ] Customer Dissatisfaction
- [ ] Other

Average Return Processing Time (Days)

Enter a number...

Return Disposition Method

- [ ] Refurbishment
- [ ] Resale (as New)
- [ ] Resale (as Used)
- [ ] Recycling
- [ ] Disposal

Cost of Return Transportation (Monthly)

Enter a number...

Description of Current Packaging for Returns

Write something...

Date of Last Reverse Logistics Process Review

Enter date...

Technology & Data Integration

Assess the effectiveness of logistics systems, data accuracy, and integration with other business platforms.

Percentage of Orders Integrated with TMS

Enter a number...

Data Synchronization Frequency (Hours)

Enter a number...

Primary Data Integration Method

☐ API

☐ EDI

☐ Manual Upload

☐ Other

Description of Data Integration Challenges

Write something...

Systems Integrated (Select all that apply)

☐ WMS

☐ ERP

☐ CRM

☐ Transportation Management System (TMS)

☐ Supplier Portal

Last Data Integration Audit Date

Enter date...

Security & Risk Management

Evaluate security protocols, theft prevention measures, and contingency plans for disruptions.

Number of Security Breaches (Past Year)

Enter a number...

Security Awareness Training Completion Rate

☐ 100%

☐ 90-99%

☐ 80-89%

☐ Below 80%

Date of Last Security Audit

Enter date...

Summary of Key Security Risks Identified

Write something...

Security Measures Implemented (Select all that apply)

☐ Access Controls

☐ Video Surveillance

☐ Background Checks

☐ Cybersecurity Software

☐ Physical Security Guards

Security Incident Response Plan (Document)

⬆ Upload File

Employee Background Check Policy

☐ Full Background Checks

☐ Limited Background Checks

☐ No Background Checks

Sustainability & Environmental Impact

Review transportation methods, packaging materials, and overall environmental footprint.

Percentage of Fuel-Efficient Vehicles Used

Enter a number...

Packaging Material Type

- [ ] Recycled Cardboard
- [ ] Biodegradable Plastics
- [ ] Standard Cardboard
- [ ] Other

Describe Initiatives to Reduce Carbon Emissions

Write something...

Waste Reduction Percentage (compared to baseline)

Enter a number...

Sustainable Transportation Methods Utilized

- [ ] Rail
- [ ] Electric Vehicles
- [ ] Biofuel
- [ ] Optimized Routing

Date of Last Sustainability Audit

Enter date...