

MRP Warehouse Slotting And Layout Optimization Checklist 2026

Inventory Profile Analysis

Evaluate current SKU velocity (ABC analysis), dimensions, weight, and turnover rates to identify high-frequency movement patterns.

SKU Classification Category

- ☐ A-Items (High Velocity)
- ☐ B-Items (Medium Velocity)
- ☐ C-Items (Low Velocity)

Average Monthly Throughput (Units)

Physical Characteristics Analysis

Current Inventory Velocity Report

[!\[\]\(d3102649f02e825ddb76dc3de0190154_img.jpg\) Upload File](#)

Data Extraction Date

Enter date...

Storage Zone Configuration

Assess the allocation of picking zones, bulk storage areas, and seasonal staging areas based on product characteristics and demand.

Identified Storage Zone Types

- ☐ Fast-Moving (Zone A)
- ☐ Medium-Moving (Zone B)
- ☐ Slow-Moving (Zone C)
- ☐ Bulk/Reserve Storage
- ☐ Hazardous Materials Area
- ☐ Cross-Docking Station

Zone Assignment Logic

Write something...

Allocated Square Footage per Zone

Enter a number...

Capacity Constraint Observations

Write something...

Updated Warehouse Heat Map/Layout Diagram

 Upload File

Warehouse Manager Approval

Accessibility and Picking Path Optimization

Review aisle widths, travel distance minimization, and the implementation of one-way or serpentine picking routes to reduce congestion.

Identified Bottleneck Areas

- ☐ Aisle Congestion
- ☐ High-Traffic Intersections
- ☐ Inadequate Staging Space
- ☐ Dead-end Aisles

Current Average Travel Distance (Meters)

Enter a number...

Picking Strategy Type

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

Proposed Route Optimization Plan

Write something...

Updated Warehouse Map/Layout Diagram

 Upload File

Warehouse Manager Approval

Equipment and Infrastructure Readiness

Verify the compatibility of racking systems, conveyor integration, and material handling equipment (MHE) with the updated layout.

Equipment Inspection Checklist

- ☐ Forklift/Reach Truck Battery & Maintenance Check
- ☐ Conveyor Belt & Sensor Functionality
- ☐ Handheld Scanner/RF Terminal Connectivity
- ☐ Racking Integrity & Stability Audit
- ☐ Automated Storage and Retrieval System (AS/RS) Calibration

Racking Load Capacity Status

- ☐ Fully Compliant
- ☐ Requires Maintenance
- ☐ Action Required/Immediate Repair

Aisle Clearance Width (cm)

Enter a number...

Equipment Maintenance Logs

 Upload File

Last Equipment Safety Inspection Date

Enter date...

Warehouse Floor Manager Approval

Safety and Compliance Verification

Ensure all new slotting configurations adhere to fire safety codes, clear egress paths, and ergonomic handling standards.

Safety Inspection Completed Items

- ☐ Fire Extinguisher Accessibility Check
- ☐ Emergency Exit Path Clearance
- ☐ Racking Load Capacity Verification
- ☐ Hazardous Material Segregation
- ☐ Aisle Lighting and Visibility Check

Last Safety Audit Date

Enter date...

Compliance Status

- ☐ Compliant
- ☐ Non-Compliant
- ☐ Requires Immediate Action

Identified Safety Risks and Mitigation Plan

Write something...

Safety Certificate or Inspection Report

 Upload File

Safety Officer Approval

Resource and Labor Alignment

Evaluate if the new layout supports optimal staffing levels and reduces unnecessary physical strain on warehouse personnel.

Staffing Level Adequacy

- ☐ Sufficient
- ☐ At Risk
- ☐ Understaffed

Required Training Hours per Operator

Write something...

Training Competencies Verified

- ☐ New Bin Location Navigation
- ☐ Equipment Safety Protocols
- ☐ Updated Scanning Procedures
- ☐ Emergency Exit Awareness

Labor Gap Analysis & Mitigation Plan

Write something...

Warehouse Manager Approval

MRP System Synchronization

Validate that all physical bin location changes are accurately updated within the MRP/WMS database to prevent data discrepancies.

Data Sync Completion Date

Enter date...

Synchronization Status

- ☐ Pending
- ☐ In Progress
- ☐ Completed
- ☐ Failed/Error

Updated Master Data Modules

- ☐ Bin Locations
- ☐ SKU Dimensions/Weight
- ☐ Stock Levels
- ☐ Lead Times
- ☐ Safety Stock Levels

Discrepancy Notes

Write something...

Validation Report Upload

 Upload File

Data Controller Verification

Post-Implementation Performance Metrics

Define KPIs for measuring success, such as reduction in order cycle time, decreased travel distance, and improved picking accuracy.

Order Cycle Time Reduction (%)

Enter a number...

Average Travel Distance per Pick (Meters)

Enter a number...

Pick Accuracy Rate Achievement

- ☐ Exceeded Target
- ☐ Met Target
- ☐ Below Target

Discrepancy Observations

Write something...

Audit Completion Date

Enter date...

Warehouse Manager Approval

< Previous

> Next

✓ Finish

🔗 Generate Sample Report