ChecklistGuro

Order Picking Process Verification Checklist

Show only Checklist

Display Style
Default

Pre-Shift Preparation & Documentation

Ensures proper setup and adherence to pre-pick procedures.

Date of Verification

Enter date...

Start Time of Verification

Enter time...

Shift Assigned?

- [ ] Day Shift
- [ ] Night Shift
- [ ] Other

Picking List Availability

- [ ] Available
- [ ] Not Available
- [ ] Partial Availability

Number of Picking Lists Reviewed

Enter a number...

Comments on Picking List Clarity & Format

Write something...

Warehouse Map Available?

- [ ] Yes
- [ ] No

Any discrepancies noted in pre-shift documentation?

Write something...

Upload Sample Picking List (if applicable)

Upload File

Picking Route Optimization & Navigation

Evaluates the efficiency and clarity of picking routes.

Average Pick Time Per Order (Minutes)

Enter a number...

Distance Traveled Per Order (Meters/Feet - specify unit)

Enter a number...

Navigation System Used (if applicable)

- [ ] Paper Route Sheet
- [ ] Pick-to-Light
- [ ] Voice Picking
- [ ] RF Scanner with Route Optimization
- [ ] None

Navigation Challenges Observed (Select all that apply)

- [ ] Obstructions in Aisle
- [ ] Poor Signage
- [ ] Confusing Layout
- [ ] Inefficient Route
- [ ] No Challenges Observed

Detailed Description of Route Optimization Suggestions

Write something...

Aisle Width Adequacy

- [ ] Adequate
- [ ] Marginal
- [ ] Inadequate

Accuracy Verification - Item Identification & Selection

Confirms correct item selection and quantity picked.

Were SKUs picked based on the correct picking list?

- [ ] Yes
- [ ] No
- [ ] Partially - Needs Review

Number of items incorrectly picked (wrong item)

Enter a number...

Number of items picked in incorrect quantity

Enter a number...

Describe any discrepancies found in item identification or selection.

Write something...

Was the correct packaging used for the selected item(s)?

- [ ] Yes
- [ ] No
- [ ] N/A

Was the batch/expiry date verified (if applicable)?

- [ ] Yes
- [ ] No
- [ ] N/A

Upload a sample of a picked order for review (optional).

Upload File

Scanning & Data Capture

Validates the accuracy and completeness of scan data.

Number of Scans Performed

Enter a number...

Scanner Functionality - Operational?

- [ ] Yes
- [ ] No
- [ ] Partial/Intermittent

Scanner Error Messages Encountered (if any)

Write something...

Percentage of Items Successfully Scanned

Enter a number...

Scanning Issues Observed (Select all that apply)

- [ ] Poor barcode quality
- [ ] Scanner connectivity issues
- [ ] Item obstructed from scanner
- [ ] Incorrect item scanned
- [ ] None

Detailed description of any scanning discrepancies found.

Write something...

Was Item Quantity Verified Through Scan?

- [ ] Yes
- [ ] No
- [ ] N/A

Order Consolidation & Packaging

Assesses the quality of order consolidation and packaging.

Number of boxes used per order

Enter a number...

Average package weight (kg)

Enter a number...

Package type used (e.g., cardboard, polybag)

- [ ] Cardboard Box
- [ ] Polybag
- [ ] Envelope
- [ ] Special Packaging

Packaging materials used (Check all that apply)

- [ ] Bubble Wrap
- [ ] Packing Peanuts
- [ ] Air Pillows
- [ ] Void Fill Paper
- [ ] Tape

Describe the condition of packaging materials used (e.g., clean, damaged)

Write something...

Is the packaging suitable for the product?

- [ ] Yes
- [ ] No

If 'No', describe why the packaging is unsuitable.

Write something...

Upload photo of packed order (optional)

Upload File

Safety & Ergonomics

Evaluates safety protocols and ergonomic practices during picking.

Noise Level (dB) at Picking Station

Enter a number...

Adequacy of Lighting

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

PPE Usage (Check all that apply)

- [ ] Safety Shoes
- [ ] Gloves
- [ ] High-Vis Vest
- [ ] Safety Glasses
- [ ] Hearing Protection
- [ ] Not Applicable

Observations regarding awkward postures or repetitive movements

Write something...

Floor Condition

- [ ] Clean & Dry
- [ ] Slightly Wet
- [ ] Slippery
- [ ] Damaged

Lifting Assistance Used (Number of times)

Enter a number...

Equipment & Tools

Checks the functionality and maintenance of picking equipment.

Forklift Battery Charge Level (if applicable)

Enter a number...

Pick List Device - Condition

- [ ] Good Working Order
- [ ] Minor Issues
- [ ] Requires Maintenance

Scanner Read Rate (Successful Scans / Attempts)

Enter a number...

Pallet Jack/Cart Condition

- [ ] Excellent
- [ ] Fair
- [ ] Poor - Requires Repair

Any equipment malfunctions noted?

Write something...

Last Equipment Maintenance Date

Enter date...

Picking Carts – Functionality

- [ ] All Wheels Functioning
- [ ] One Wheel Malfunctioning
- [ ] Multiple Wheels Malfunctioning

Process Adherence & SOP Compliance

Verifies adherence to standard operating procedures (SOPs).

Is the Picking List reviewed and verified before commencing?

- [ ] Yes
- [ ] No
- [ ] N/A

Are pickers using the designated picking route?

- [ ] Yes
- [ ] No
- [ ] Partially

Number of documented deviations from SOPs observed during this verification.

Enter a number...

Describe any deviations from SOPs observed (if any).

Write something...

Is the correct picking method being utilized (e.g., batch picking, zone picking)?

- [ ] Yes
- [ ] No
- [ ] N/A

Which SOPs were observed to be followed correctly?

- [ ] SOP-PICK-001: Picking List Review
- [ ] SOP-PICK-002: Picking Route Adherence
- [ ] SOP-PICK-003: Scanning Procedure
- [ ] SOP-PICK-004: Safety Equipment Usage
- [ ] SOP-PICK-005: Palletization Standards

Were safety guidelines and procedures followed correctly?

- [ ] Yes
- [ ] No
- [ ] N/A

Exception Handling & Returns

Reviews processes for dealing with discrepancies, damaged goods, and returns.

Number of discrepancies found during pick verification.

Enter a number...

Types of exceptions encountered (select all that apply).

- [ ] Incorrect Item
- [ ] Insufficient Quantity
- [ ] Damaged Goods
- [ ] Missing Item
- [ ] Labeling Error
- [ ] Other (Specify in LONG_TEXT)

Details of 'Other' exceptions (if selected above).

Write something...

Resolution for damaged goods (select one).

- [ ] Return to Vendor
- [ ] Repackage & Ship
- [ ] Discount & Ship
- [ ] Discard

Description of the return reason (if applicable).

Write something...

Return authorization process followed?

- [ ] Yes
- [ ] No

Date of return authorization

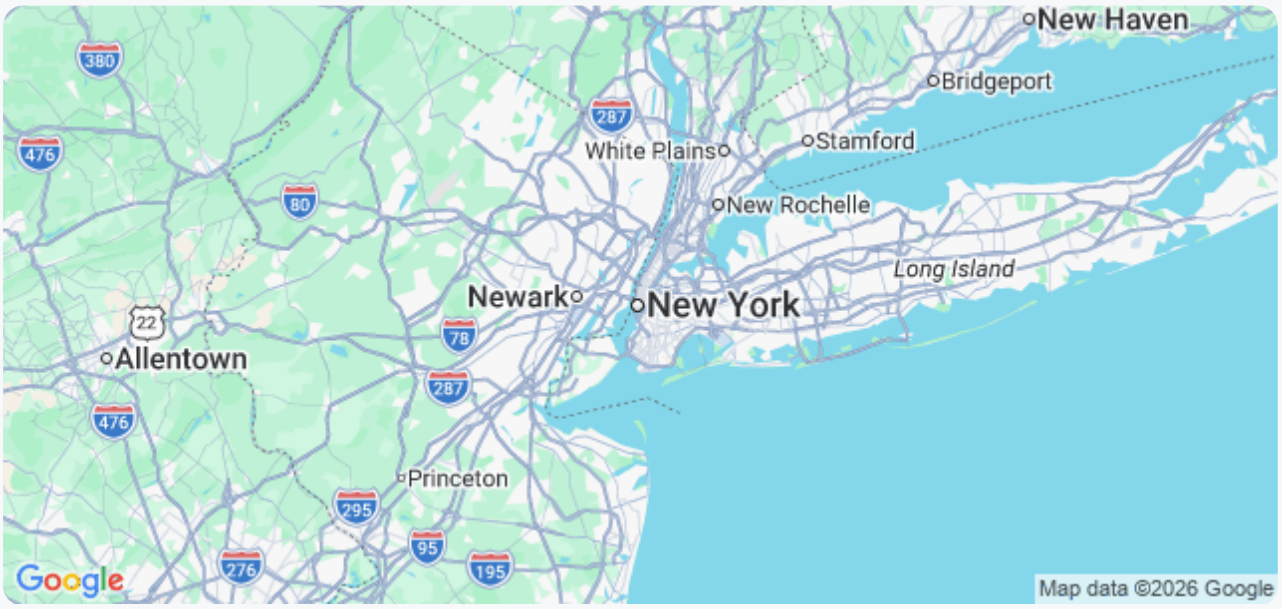
Enter date...

Time return process initiated

Enter time...

Location of returned goods staging area

Set My Current Location



Post-Shift Procedures & Documentation

Confirms proper closure of picking tasks and documentation.

Shift End Time Recorded?

Enter time...

Number of Orders Picked Today:

Enter a number...

Note any issues or discrepancies encountered during the shift:

Write something...

Picking Equipment Returned to Designated Area?

- [ ] Yes
- [ ] No
- [ ] N/A

Were any damaged pallets or materials noted?

- [ ] Pallet Damage
- [ ] Packaging Damage
- [ ] Material Shortage
- [ ] None

Area Cleanliness Verified?

- [ ] Yes
- [ ] No

Date of Verification

Enter date...

Verifier Signature