



Order Picking Process Verification Checklist

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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

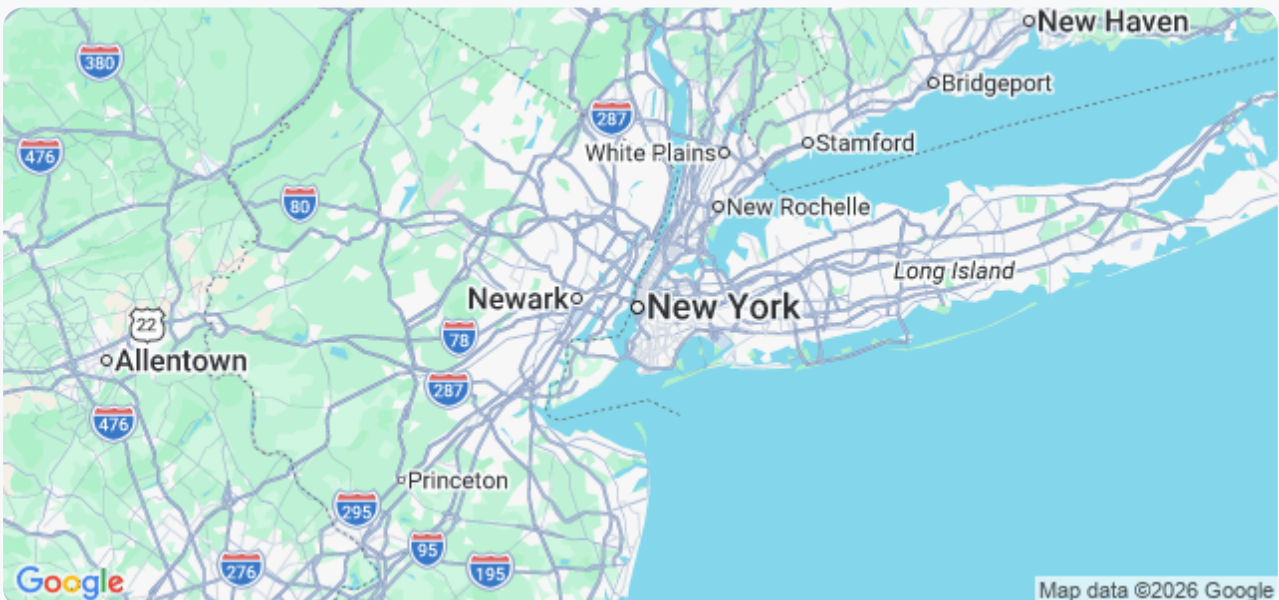
Enter date...

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?

Number of Orders Picked Today:

Note any issues or discrepancies encountered during the shift:

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