



Order Picking Process Verification Checklist

Pre-Shift Preparation & Documentation

Ensures proper setup and adherence to pre-pick procedures.

Date of Verification

Start Time of Verification

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

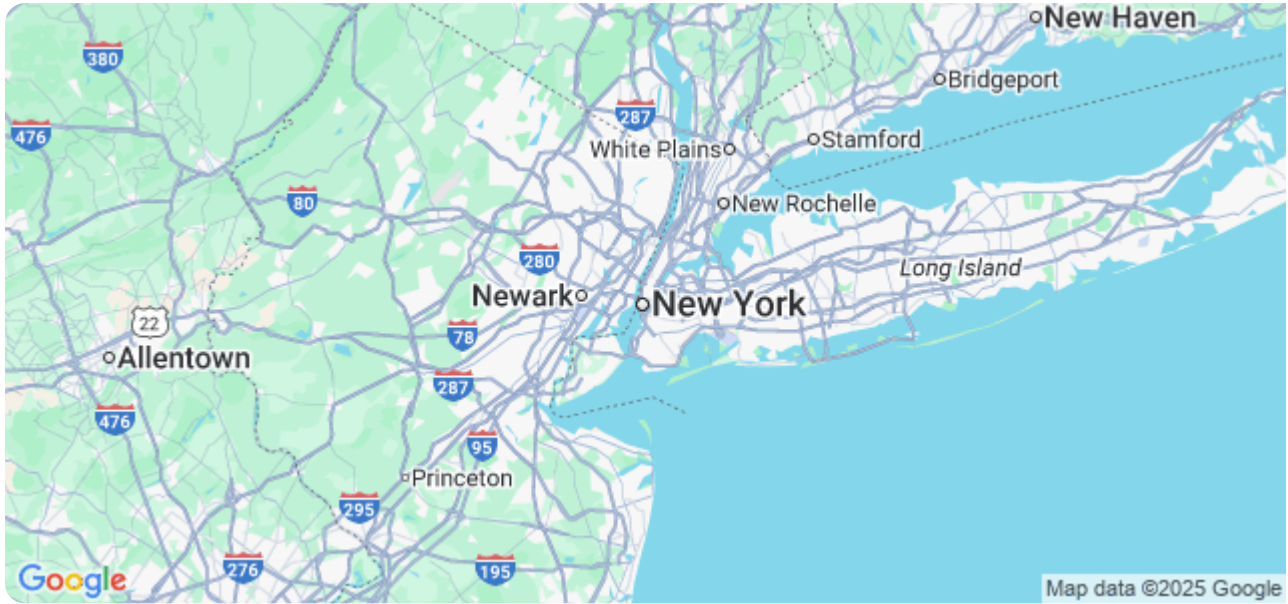
Date of return authorization

Enter date...

Time return process initiated

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:

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
