



Shipping Label Accuracy Audit Checklist

Data Source Verification

Confirms the origin and integrity of the data used to generate shipping labels. Focuses on the systems and processes feeding information into the label creation process.

Primary Data Source System

- ☐ ERP System (e.g., SAP, NetSuite)
- ☐ WMS (Warehouse Management System)
- ☐ Order Management System (OMS)
- ☐ Custom Data Entry System

Data Synchronization Frequency

- ☐ Real-time
- ☐ Hourly
- ☐ Daily
- ☐ Weekly

Number of Data Integration Points

Description of Data Validation Rules

Write something...

Sample Data Extract (Last 24 Hours)



Upload File

Error Reporting Method

- ☐ Email Notification
- ☐ System Dashboard
- ☐ Log File

Address Accuracy

Focuses on the accuracy of all address components (recipient name, street address, city, state/province, postal/zip code, country).

Recipient Name Accuracy

Write something...

Street Address Accuracy

Write something...

Apartment/Suite Number (if applicable)

Enter a number...

City Accuracy

Write something...

State/Province Accuracy

☐ Correct as per order

☐ Incorrect

☐ N/A

Postal/Zip Code Accuracy

Enter a number...

Country Accuracy

Write something...

Notes/Corrections (if applicable)

Write something...

Tracking Number Verification

Ensures the tracking number is correct, valid, and corresponds to the shipment being labeled.

Tracking Number Length Verification

Enter a number...

Tracking Number Format (e.g., Alpha-Numeric)

Write something...

Tracking Number Origin System

- ☐ Warehouse Management System (WMS)
- ☐ Order Management System (OMS)
- ☐ Manual Entry
- ☐ Shipping Software (e.g., ShipStation)

Tracking Number Status Check (Carrier Website)

- ☐ Valid & Active
- ☐ Invalid
- ☐ Not Found
- ☐ Suspended

Notes on Carrier Response (if any issues found)

Write something...

Tracking Number Uniqueness (within Shipment)

- ☐ Unique
- ☐ Duplicate Found

Weight & Dimensions Accuracy

Validates the weight and dimensions recorded on the shipping label match the actual package.

Recorded Package Weight (lbs/kg)

Enter a number...

Actual Package Weight (lbs/kg)

Enter a number...

Weight Variance (lbs/kg)

Enter a number...

Recorded Package Length (inches/cm)

Enter a number...

Actual Package Length (inches/cm)

Enter a number...

Length Variance (inches/cm)

Enter a number...

Recorded Package Width (inches/cm)

Enter a number...

Actual Package Width (inches/cm)

Enter a number...

Width Variance (inches/cm)

Enter a number...

Recorded Package Height (inches/cm)

Enter a number...

Barcode/QR Code Readability & Validity

Checks barcode and QR code clarity, correctness, and adherence to carrier standards. Verifies scanability.

Initial Scan Success Rate (First Attempt)

- ☐ 100%
- ☐ 95-99%
- ☐ 80-94%
- ☐ Below 80%

Barcode/QR Code Type

- ☐ Code 128
- ☐ UPC/EAN
- ☐ QR Code
- ☐ Other (Specify in Long Text)

If 'Other' barcode type, please specify:

Write something...

Number of labels scanned for this audit:

Enter a number...

Is the barcode/QR Code clear of obstructions?

☐ Yes

☐ No

If No, describe the obstructions:

Write something...

Does the barcode/QR code match carrier specifications?

☐ Yes

☐ No

☐ N/A - Not Applicable

Upload a sample barcode/QR code image (if issues are observed):

 Upload File

Carrier Information Accuracy

Confirms the carrier name, service level, and any special handling instructions are correctly displayed on the label.

Carrier Name Correct?

- ☐ UPS
- ☐ FedEx
- ☐ USPS
- ☐ DHL
- ☐ Other

Service Level Accurate?

- ☐ Ground
- ☐ Express
- ☐ Priority
- ☐ Economy
- ☐ Other

Declared Value (if applicable)

Write something...

Special Handling Instructions Present (if applicable)?

- ☐ Fragile
- ☐ Signature Required
- ☐ None

Notes/Comments on Carrier Information

Write something...

Tracking Number Format Correct?

- ☐ Yes
- ☐ No
- ☐ N/A

Label Format & Design Compliance

Ensures the label adheres to carrier-specified formats, fonts, and sizes. Checks for any unauthorized alterations.

Carrier-Specified Font Usage

- ☐ Correct Font Used
- ☐ Incorrect Font Used
- ☐ Font Not Applicable

Label Size & Dimensions

- ☐ Correct Size
- ☐ Incorrect Size
- ☐ Not Applicable

Mandatory Fields Present

- ☐ All Mandatory Fields Present
- ☐ Missing Mandatory Field(s)
- ☐ Not Applicable

Font Size (Points)

Deviations from Carrier Guidelines

Write something...

Use of Approved Logo/Markings

- ☐ Approved Logo/Markings Used
- ☐ Unauthorized Markings Present
- ☐ No Markings

System & Process Validation

Evaluates the processes and systems involved in label creation, including user training, error handling, and data validation rules.

Number of Users Trained on Label Creation

Enter a number...

Data Source Validation Process in Place?

- ☐ Yes
- ☐ No
- ☐ Partially Implemented

Describe current error handling process for label inaccuracies.

Write something...

Date of last system audit related to label generation.

Enter date...

Which Data Validation Rules are currently implemented?

- ☐ Address Verification API
- ☐ Postal Code Validation
- ☐ Weight/Dimension Validation
- ☐ Carrier Service Level Validation
- ☐ Tracking Number Format Validation
- ☐ None

Is there a documented process for correcting inaccurate labels **before shipment?**

- ☐ Yes
- ☐ No
- ☐ Partially Implemented

Describe the process for handling returned shipments with inaccurate labels.

Write something...

Label Placement & Attachment

Assesses how the label is affixed to the package – ensuring visibility, durability, and prevents obscuring important information.

Label Orientation (Vertical/Horizontal)

- ☐ Vertical
- ☐ Horizontal

Attachment Method (Tape/Sticker/Other)

- ☐ Tape
- ☐ Sticker
- ☐ Other

Describe any observed issues with label adhesion.

Write something...

Distance from edge of package (inches)

Enter a number...

Obstructs Package Information?

- ☐ Yes
- ☐ No

Label Placement Relative to Flap (if applicable)

- ☐ On Flap
- ☐ Below Flap
- ☐ Above Flap

Additional comments regarding label placement and attachment.

Write something...