

# Staging Area Organization Review Checklist

### **Area Layout & Flow**

Assesses the physical arrangement of the staging area and the efficiency of material flow.

Overall Lay	out Efficiency (1-5, 1=Poor, 5=Excellent)
1	
_ 2	
3	
4	
<u> </u>	
Describe ar	ny observed bottlenecks in material flow.
Write somet	thing
Average tra	avel distance (in feet) for material handlers.
Average tra	

Which of the following layout characteristics are present? (Select all that apply)
Straight-line flow
U-shaped flow
L-shaped flow
Circular flow
Random Flow
Other (Specify in LONG_TEXT)
Are designated lanes clearly marked? (Yes/No)
Write something
Recommendations for improving the area layout and flow. (Max 200 words)
Write something
Receiving & Unloading Evaluates the process of receiving incoming goods and unloading them into the staging area.
Average Unloading Time (Minutes)
Enter a number
Unloading Method (Manual/Forklift/Other)  Manual Forklift Other

Description of Receiving Process  Write something	
Documents Required for Receiving  □ Purchase Order	
Packing List	
Bill of Lading	
ASN (Advanced Shipping Notice)	
Receiving Verification Method	
☐ Visual Inspection	
Quantity Count	
Damaged Goods Check	
Number of Receiving Personnel	
Enter a number	
Date of Last Receiving Procedure Review	
Enter date	

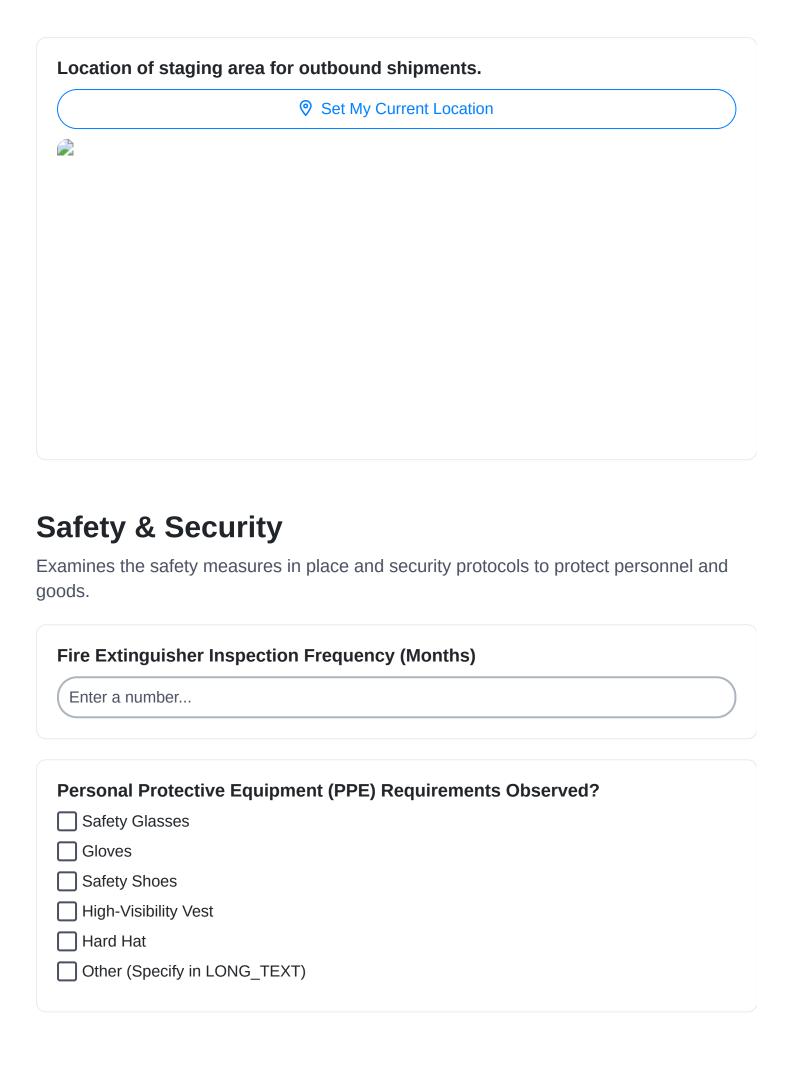
## **Storage & Organization**

Focuses on the storage methods used, organization principles, and labeling practices within the staging area.

Storage Method Used (e.g., Pallet Racking, Flow Rack, Bulk)  Pallet Racking  Flow Rack  Bulk Storage  Shelving  Other
Percentage of Pallets/Containers Clearly Labeled
Enter a number
Labeling Information Included (Select All That Apply)
Part Number
Description
Quantity
Date Code
Customer Order Number
Other
Label Placement Consistency
Consistent
☐ Inconsistent
☐ Not Applicable
Describe any issues with current storage layout impacting organization.
Write something

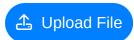
Enter a number		
Types of Storage Media U	sed (Select All That Apply)	
Paper Labels		
Electronic Labels		
RFID Tags		
Other		
icking & Staging	g for Shipment	
	•	
eviews the process of picking utbound shipment.	g items from the staging area and preparing them for	
Picking Method Used?		
·		
Picking Method Used?		
Picking Method Used?  ☐ FIFO (First-In, First-Out)		
Picking Method Used?  ☐ FIFO (First-In, First-Out)  ☐ LIFO (Last-In, First-Out)		
Picking Method Used?  ☐ FIFO (First-In, First-Out)  ☐ LIFO (Last-In, First-Out)  ☐ Random		
Picking Method Used?  FIFO (First-In, First-Out)  LIFO (Last-In, First-Out)  Random  Other (Specify in Long Text)	rom standard picking procedures.	
Picking Method Used?  FIFO (First-In, First-Out)  LIFO (Last-In, First-Out)  Random  Other (Specify in Long Text)		
Picking Method Used?  FIFO (First-In, First-Out)  LIFO (Last-In, First-Out)  Random  Other (Specify in Long Text)  Describe any deviations for		
Picking Method Used?  FIFO (First-In, First-Out)  LIFO (Last-In, First-Out)  Random  Other (Specify in Long Text)  Describe any deviations for		
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Picking Method Used?  FIFO (First-In, First-Out)  LIFO (Last-In, First-Out)  Random  Other (Specify in Long Text)  Describe any deviations for	rom standard picking procedures.	

Which staging documents are used?  Packing List Shipping Label Manifest Customs Declaration None	
Order Verification Process?  Visual Inspection Scan Verification Weight Confirmation None	
Describe any challenges related to order staging and packaging.  Write something	



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Cocation of Emerge	ncy Eyewash Station (Record coordinates)	
	Set My Current Location	
Date of Last Securit	v Audit	
	y Audit	
Date of Last Securit  Enter date	y Audit	
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Adequacy of Securi		
Enter date  Adequacy of Securion  Excellent		
Enter date  Adequacy of Securi		

#### **Upload Photo of Security System Controls/Panel**



## **Inventory Management & Accuracy**

Checks the processes for tracking inventory levels and ensuring accurate records within the staging area.

ter a number	
entory System Used	
Manual Spreadsheet	
VMS (Warehouse Management System)	
ERP (Enterprise Resource Planning)	
Other - Specify	
cribe any discrepancies routinely observed common causes?	during cycle counts. What are
common causes?	during cycle counts. What are
common causes?	during cycle counts. What are
common causes?	during cycle counts. What

Which of the following inventory accuracy measures are currently tracked?
Cycle Count Accuracy
Receiving Accuracy
Shipping Accuracy
Inventory Record Accuracy
None
Last Full Inventory Audit Date
Enter date
Identify the person(s) responsible for inventory reconciliation.
Write something
<b>Equipment &amp; Tools</b> Evaluates the adequacy and maintenance of equipment used within the staging area (e.g., forklifts, pallet jacks).
Forklift Inspection Frequency (days)
Enter a number
Pallet Jack Inspection Frequency (days)
Enter a number

Condition of Pallet Jacks    Excellent   Good   Fair   Poor   N/A
Condition of Forklifts  Excellent Good Fair Poor N/A
Details of any equipment damage or maintenance needed (if applicable)  Write something  Last Equipment Safety Training Date  Enter date
Equipment Requiring Repair/Maintenance  Forklift Pallet Jack Conveyor Belt Hand Trucks None

## Upload any equipment inspection reports 4 Upload File

## **Documentation & Procedures**

Reviews existing documentation, SOPs, and training materials related to staging area perations.
Standard Operating Procedure (SOP) for Receiving
♣ Upload File
Summary of Employee Training Records (Staging Area)
Write something
Frequency of SOP Review and Updates
Monthly
Quarterly
Annually
Ad Hoc
Date of Last SOP Review
Enter date
Number of Copies of SOPs Available in Staging Area
Enter a number

Availability of Staging Area Layout Diagram
Yes - Posted Clearly
Yes - Available Electronically
∐ No
Notes on any deviations from documented procedures observed
Write something
Housekeeping & Cleanliness
Assesses the general cleanliness and tidiness of the staging area, impacting safety and
efficiency.
Debris Volume (cubic feet)
Debris Volume (cubic feet)  Enter a number
Enter a number  Floor Condition
Enter a number  Floor Condition  Excellent - Clean and Dry
Floor Condition  Excellent - Clean and Dry  Good - Minor Debris, Mostly Dry
Enter a number  Floor Condition  Excellent - Clean and Dry  Good - Minor Debris, Mostly Dry  Fair - Noticeable Debris, Some Moisture
Floor Condition  Excellent - Clean and Dry  Good - Minor Debris, Mostly Dry
Enter a number  Floor Condition  Excellent - Clean and Dry  Good - Minor Debris, Mostly Dry  Fair - Noticeable Debris, Some Moisture
Floor Condition  Excellent - Clean and Dry Good - Minor Debris, Mostly Dry Fair - Noticeable Debris, Some Moisture Poor - Excessive Debris, Wet or Slippery
Floor Condition  Excellent - Clean and Dry Good - Minor Debris, Mostly Dry Fair - Noticeable Debris, Some Moisture Poor - Excessive Debris, Wet or Slippery  Describe any spills or potential hazards observed.
Floor Condition  Excellent - Clean and Dry Good - Minor Debris, Mostly Dry Fair - Noticeable Debris, Some Moisture Poor - Excessive Debris, Wet or Slippery
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Dust Accumulation Level    Minimal   Moderate   Significant   Excessive
Last Cleaning Date  Enter date
Notes on Pest Control Measures (if applicable)  Write something
Trash Receptacles Condition  Adequate and Clean  Sufficient, but Needing Cleaning Insufficient Overflowing/Damaged