

Warehouse Inventory Control Checklist

 Show only Checklist

Display Style
Default 

Receiving & Inspection

Ensuring accuracy and quality of incoming goods.

Receiving Date

Enter date...

Purchase Order Number

Enter a number...

Quantity Received

Enter a number...



Quantity Damaged

Enter a number...

Damage Description

Write something...

Condition of Packaging

- Excellent
- Good
- Fair
- Poor

ASN Received?

- Yes
- No

Supporting Documentation (e.g., Photos)

 Upload File

Storage & Location

Verifying proper storage practices and location accuracy.

Storage Method Compliance

- FIFO
- LIFO
- FEFO
- Random

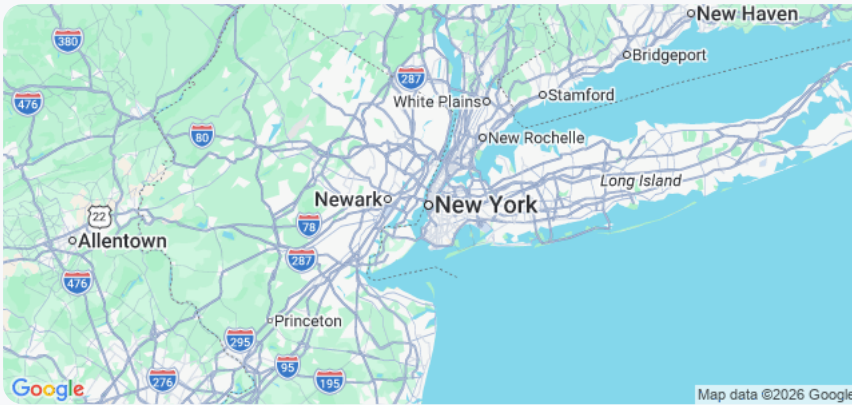
Bin Utilization %

Aisle Marking Status

- Clear & Visible
- Faded/Needs Refreshing
- Missing

Problematic Location (if applicable)

 Set My Current Location



Notes on Storage Conditions (Temperature, Humidity)

Write something...

Hazardous Material Segregation

- Compliant
- Needs Review
- Non-Compliant

Cycle Counting

Regularly counting a small portion of inventory to ensure accuracy.

Cycle Count ID

Enter a number...

Counting Method

- ABC Analysis
- Random Selection
- FIFO

Item Quantity Counted

Enter a number...

Unit of Measure

Enter a number...

Record Quantity

Enter a number...

Discrepancy Notes (if applicable)

Write something...

Cycle Count Date

Enter date...

Counter Signature

Inventory Record Accuracy

Confirming inventory records match physical stock levels.

Physical Count Quantity

Enter a number...

System Recorded Quantity

Enter a number...

Quantity Variance

Enter a number...

Variance Type (Over/Under)

Over

Under

Explanation for Discrepancy (if applicable)

Write something...

Record Adjustment Required?

Yes

No

Date of Adjustment (if applicable)

Enter date...

Authorized Signature (for adjustments)

Picking & Packing

Reviewing processes for order fulfillment accuracy.

Order Number

Enter a number...

Quantity Ordered

Enter a number...

Quantity Picked

Enter a number...

Picking Accuracy Verified?

Yes

No

Damaged Items Found?

None

Minor Damage

Significant Damage

Comments on Packaging Condition

Write something...

Correct Shipping Label Applied?

Yes

No

Packing Date

Enter date...

Shipping & Documentation

Checking shipping details and related paperwork.

Shipment Date

Enter date...

Tracking Number

Write something...

Shipping Carrier

- UPS
- FedEx
- USPS
- DHL
- Other

Number of Pallets/Packages

Enter a number...

Special Shipping Instructions

Write something...

Shipping Manifest

 Upload File

Shipping Method

Ground

Air

Express

Safety & Security

Assessing warehouse safety protocols and security measures.

Fire Extinguisher Inspection Date

Enter a number...

Security System Last Serviced

Enter date...

Emergency Exit Lighting Status

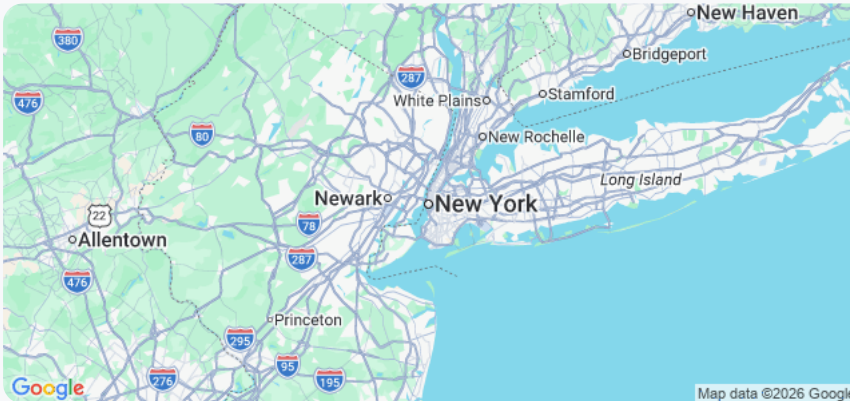
- Functional
- Needs Repair
- Out of Order

Potential Hazards Observed

- Spills
- Blocked Aisles
- Unsecured Loads
- Poor Lighting
- None

Security Camera Location Verification

[📍 Set My Current Location](#)



Security Incident Report (if applicable)

Write something...

Security Inspector Signature

Equipment Maintenance

Verifying proper maintenance of warehouse equipment.

Last Maintenance Date

Enter date...

Equipment Hours/Cycles (since last maintenance)

Enter a number...

Description of Maintenance Performed

Write something...

Maintenance Type

- Preventative
- Corrective
- Inspection

Maintenance Records/Photos

 Upload File

Equipment Status After Maintenance

- Operational
- Needs Repair
- Out of Service

Next Scheduled Maintenance Date

Enter date...