



Warehouse Inventory Control Checklist

Receiving & Inspection

Ensuring accuracy and quality of incoming goods.

Receiving Date

Purchase Order Number

Quantity Received

Quantity Damaged

Damage Description

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 %

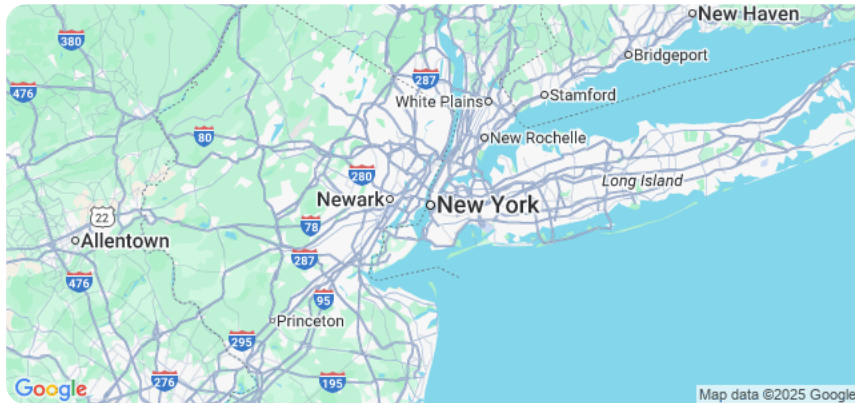
Enter a number...

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

System Recorded Quantity

Quantity Variance

Variance Type (Over/Under)

☐ Over

☐ Under

Explanation for Discrepancy (if applicable)

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

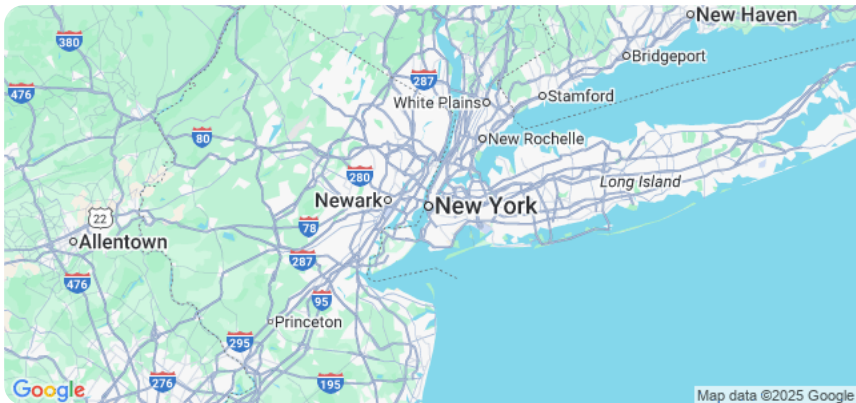
- ☐ Functional
- ☐ Needs Repair
- ☐ Out of Order

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...