

Warehouse Inventory Management Checklist: Logistics Stock Control & Order Fulfillment

Receiving & Putaway

Ensuring accurate receipt, inspection, and storage of incoming goods.

Receiving Date

Purchase Order Number

Quantity Received

Condition of Shipment

- Excellent
- Good
- Damaged
- Acceptable

Discrepancies Found

- Shortage
- Overage
- Incorrect Items
- Damage
- None

Notes/Comments

Write something...

Receiving Personnel

Inventory Accuracy

Verifying stock levels through cycle counts and physical inventories.

Cycle Count Frequency

Enter a number...

Cycle Count Quantity Threshold

Enter a number...

Cycle Count Method

- Manual Count
- Automated System

Discrepancy Tolerance

Enter a number...

Discrepancy Resolution Notes

Write something...

Last Physical Inventory Date

Enter date...

Locations Cycle Counted

- Aisle 1
- Aisle 2
- Receiving Area
- Shipping Area

Number of Discrepancies Found

Enter a number...

Storage & Layout

Optimizing warehouse space and ensuring safe and efficient storage practices.

Aisle Width (feet)

Enter a number...

Pallet Stacking Height (feet)

Enter a number...

Storage System Type

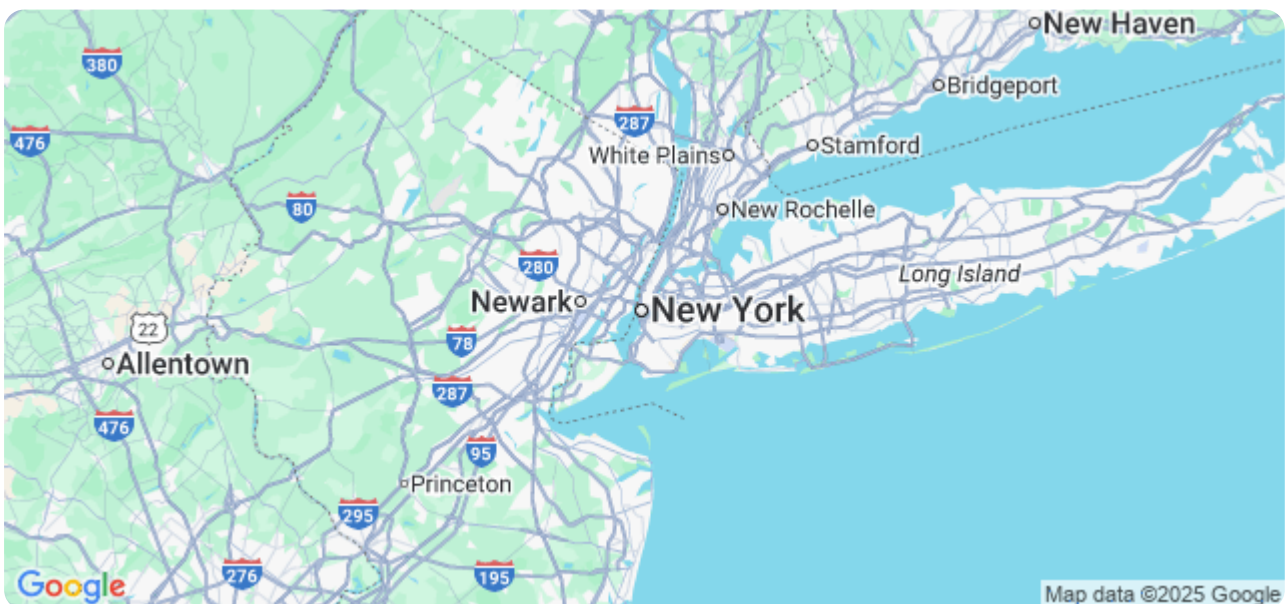
- Static Racking
- Dynamic Racking
- Pallet Flow
- Mezzanine
- Other

Hazardous Materials Storage Compliance

- SDS Availability
- Proper Ventilation
- Fire Suppression Systems
- Secondary Containment

Emergency Exit Locations

[📍 Set My Current Location](#)



Notes on Layout Modifications

Write something...

Picking & Packing

Efficient and accurate order fulfillment processes.

Order Quantity

Enter a number...

Picking Method (FIFO/LIFO)

- FIFO (First-In, First-Out)
- LIFO (Last-In, First-Out)

Special Packing Instructions

Write something...

Fragile Items?

- Yes
- No

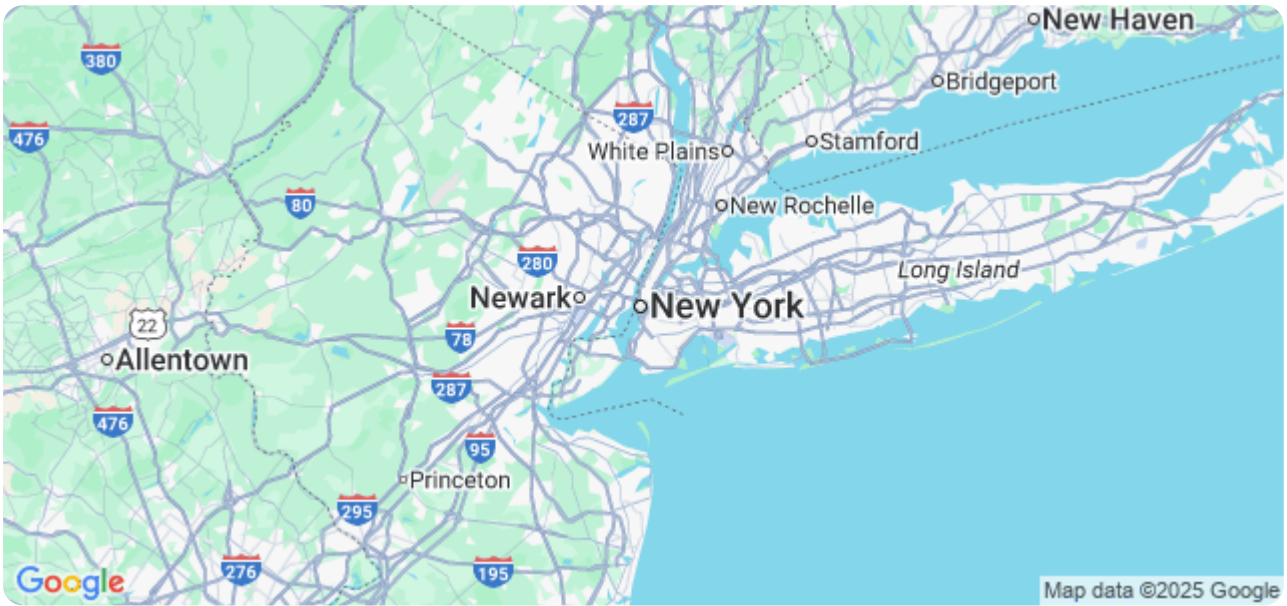
Packaging Type

- Cardboard Box
- Bubble Wrap
- Custom Packaging

Number of Boxes Used

Pick Location Confirmed

 [Set My Current Location](#)



Shipping & Dispatch

Ensuring timely and damage-free delivery of orders.

Order Quantity Shipped

Weight of Shipment (kg)

Dimensions of Shipment (cm - L x W x H)

Enter a number...

Shipping Carrier

- UPS
- FedEx
- DHL
- USPS
- Other

Shipping Method

- Standard
- Express
- Ground
- White Glove

Tracking Number

Write something...

Scheduled Departure Date

Enter date...

Estimated Departure Time

Special Handling Instructions (if applicable)

Write something...

Security & Safety

Maintaining a secure warehouse environment and adhering to safety regulations.

Temperature Reading (Warehouse)

Enter a number...

Security System Checks

- Perimeter Alarms
- CCTV Cameras
- Motion Sensors
- Door/Window Sensors

Lighting Condition

- Adequate
- Insufficient
- Needs Repair

Last Safety Inspection Date

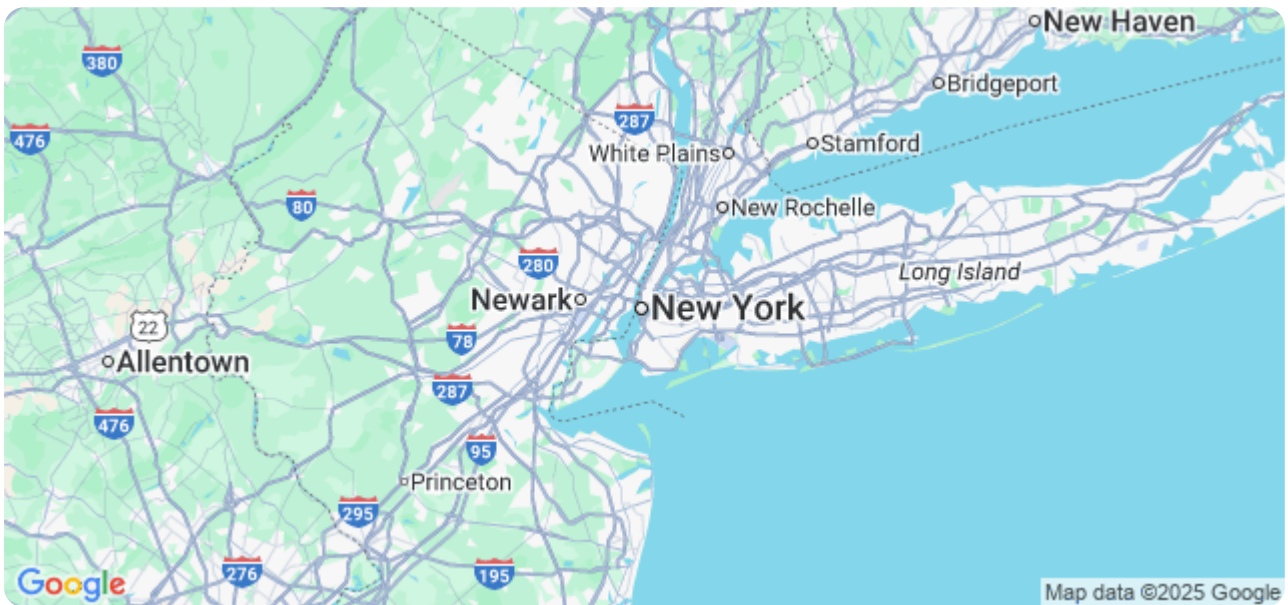
Enter date...

Any Observed Hazards or Concerns

Write something...

Location of Fire Extinguishers

 [Set My Current Location](#)



Fire Extinguisher Inspection Count

Enter a number...

Equipment Maintenance

Ensuring proper functioning of material handling equipment (forklifts, conveyors, etc.).

Last Maintenance Date

Enter date...

Operating Hours Since Last Service

Enter a number...

Equipment Issues Observed

- Noise
- Leaks
- Vibrations
- Performance Issues
- None

Detailed Description of Maintenance Performed

Write something...

Maintenance Logs/Photos

 Upload File

Next Service Due (in days)

Enter a number...

Maintenance Performed By

- Internal Team
- External Vendor

Documentation & Record Keeping

Maintaining accurate records of inventory movements and transactions.

Date of Inventory Count

Enter date...

Time of Inventory Count Start

Counted Units

Enter a number...

System Units

Enter a number...

Discrepancy Units

Enter a number...

Discrepancy Notes (If Any)

Write something...

Resolution Status

- Resolved
- Pending
- Investigating

Authorized Signature

Returns Processing

Managing returned goods efficiently and accurately.

Return Authorization (RA) Number

Reason for Return (Customer Description)

Return Reason Code

- Defective
- Damaged
- Incorrect Item
- Changed Mind
- Other

Condition of Returned Item

- New
- Used - Excellent
- Used - Good
- Used - Fair
- Used - Poor

Packaging Issues

- Missing Original Packaging
- Damaged Packaging
- Inadequate Packaging

Date Received

Enter date...

Notes/Comments (e.g., Inspection Details)

Write something...

Performance Metrics

Tracking key performance indicators (KPIs) to identify areas for improvement.

Order Fill Rate (%)

Enter a number...

Inventory Turnover Rate

Enter a number...

Warehouse Utilization Rate (%)

Enter a number...

Picking Accuracy Rate (%)

Enter a number...

Date of Last Full Inventory Cycle

Enter date...

Overall Performance Rating (vs. targets)

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Notes/Comments on Performance

Write something...