✅ ChecklistGuro

Warehouse Inventory Management Checklist: Logistics Stock Control & Order Fulfillment

Receiving & Putaway

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

Receiving Date

Enter date...

Purchase Order Number

Enter a number...

Quantity Received

Enter a number...

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

Enter a number...

Pick Location Confirmed

Set My Current Location

Shipping & Dispatch

Ensuring timely and damage-free delivery of orders.

Order Quantity Shipped

Enter a number...

Weight of Shipment (kg)

Enter a number...

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

Enter a number...

Reason for Return (Customer Description)

Write something...

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...