

Warehouse Readiness Checklist: Inventory, Safety & Shipping Audit

 Show only Checklist

Display Style
Default 

Inventory Management

Assess current stock levels, organization, and tracking systems.

Current Stock Level - Product A

Minimum Stock Level - Product A



Inventory Tracking System Used

- Manual Spreadsheet
- Cloud-Based Software
- Barcoding System
- Other

Last Inventory Audit Date

Enter date...

Products Requiring Immediate Reordering

- Product B
- Product C
- Product D
- None

Notes on Inventory Discrepancies

Write something...

Inventory Record Snapshot

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Safety & Hazard Control

Evaluate safety protocols, identify hazards, and ensure compliance with regulations.

Are all aisles clearly marked and free of obstructions?

Yes

No

N/A

Number of safety glasses/PPE available and in good condition:

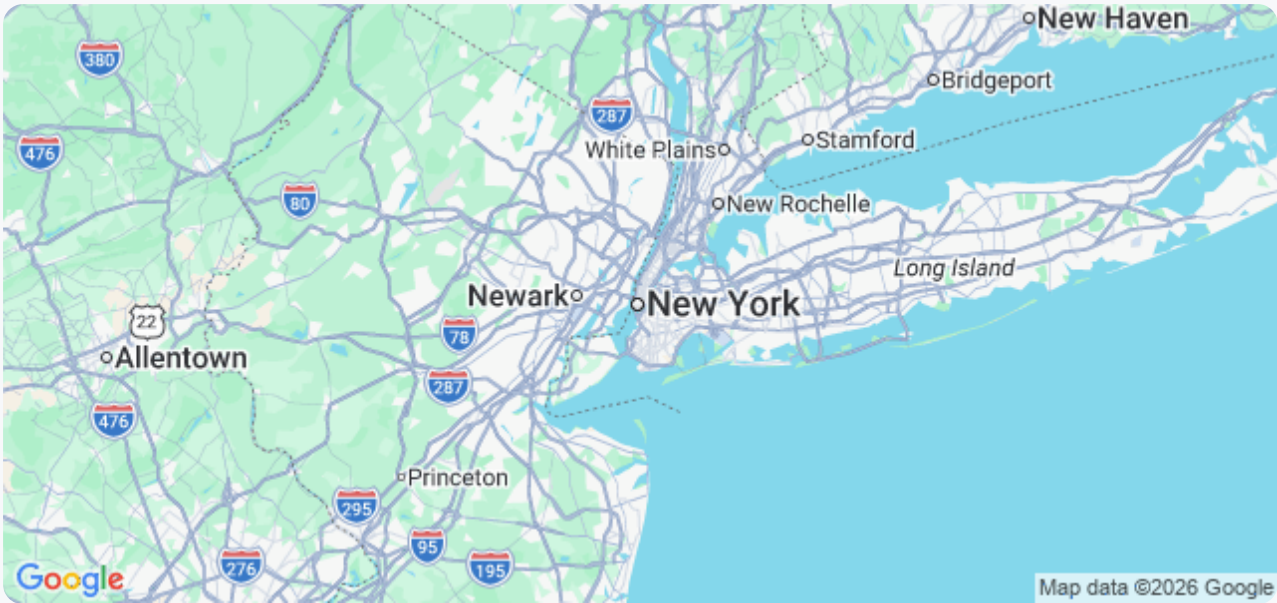
Enter a number...

Description of any identified safety hazards:

Write something...

Location of nearest fire extinguisher:

[📍 Set My Current Location](#)



Date of last fire safety training:

Enter date...

Are all forklifts/equipment operators properly certified?

- Yes
- No
- N/A

Attach safety inspection report (if applicable):

[📄 Upload File](#)

Inspector Signature:

Shipping & Receiving

Verify shipping procedures, loading dock conditions, and receiving protocols.

Receiving Dock Capacity (Loads/Day)

Last Dock Inspection Date

Typical Receiving Start Time

Loading Dock Surface Condition

- Excellent
- Good
- Fair
- Poor

Receiving Documentation Required

- Bill of Lading
- Packing List
- Purchase Order
- Customs Documents

Carrier Communication Protocol

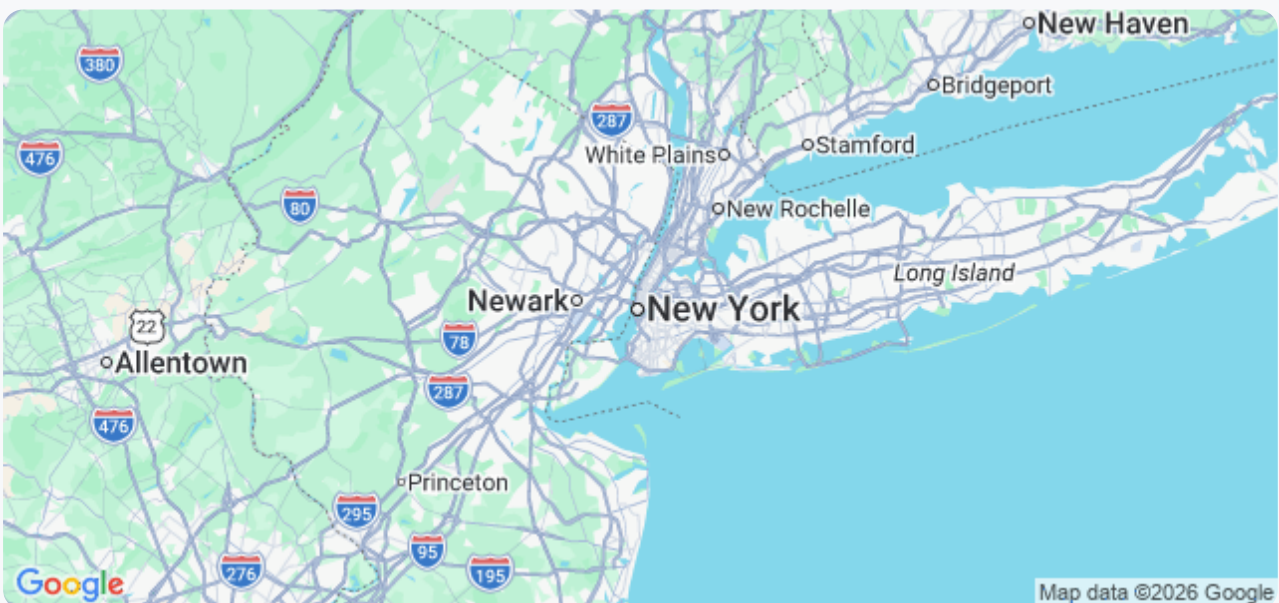
Write something...

Notes on Recent Shipping/Receiving Issues

Write something...

Loading Dock GPS Coordinates

[📍 Set My Current Location](#)



Equipment & Maintenance

Check the operational status of forklifts, conveyors, and other critical equipment, and review maintenance schedules.

Forklift Hours Used (Last Month)

Last Forklift Maintenance Date

Conveyor Belt Speed (RPM)

Notes on Conveyor Belt Performance

Battery Charging System Status

- Operational
- Needs Repair
- Offline

Date of Last Crane Inspection

Enter date...

Pallet Jack Condition

- Good
- Fair
- Needs Repair

Temperature of Refrigeration Unit (in Celsius)

Enter a number...

Warehouse Layout & Organization

Review aisle clarity, signage, and overall workflow efficiency.

Aisle Width (Feet)

Enter a number...

Aisle Marking Condition

- Excellent
- Good
- Fair
- Poor

Areas Needing Improvement (Layout)

- Rack Spacing
- Signage Visibility
- Workflow Obstructions
- Picking Route Efficiency

Description of any Layout Obstructions

Write something...

Signage Condition

- Clear and Visible
- Faded/Damaged
- Missing

Number of Pallet Stacking Violations Observed

Enter a number...

Notes on overall organization and efficiency

Write something...

Security & Access Control

Inspect security systems, access points, and procedures to prevent theft and unauthorized entry.

Number of Security Cameras Operational

Enter a number...

Access Control System Status

- Operational
- Needs Repair
- Offline

Last Security System Maintenance Date

Enter date...

Access Points Secured?

- Main Entrance
- Loading Dock
- Personnel Doors
- Emergency Exits

Key Card System Functionality

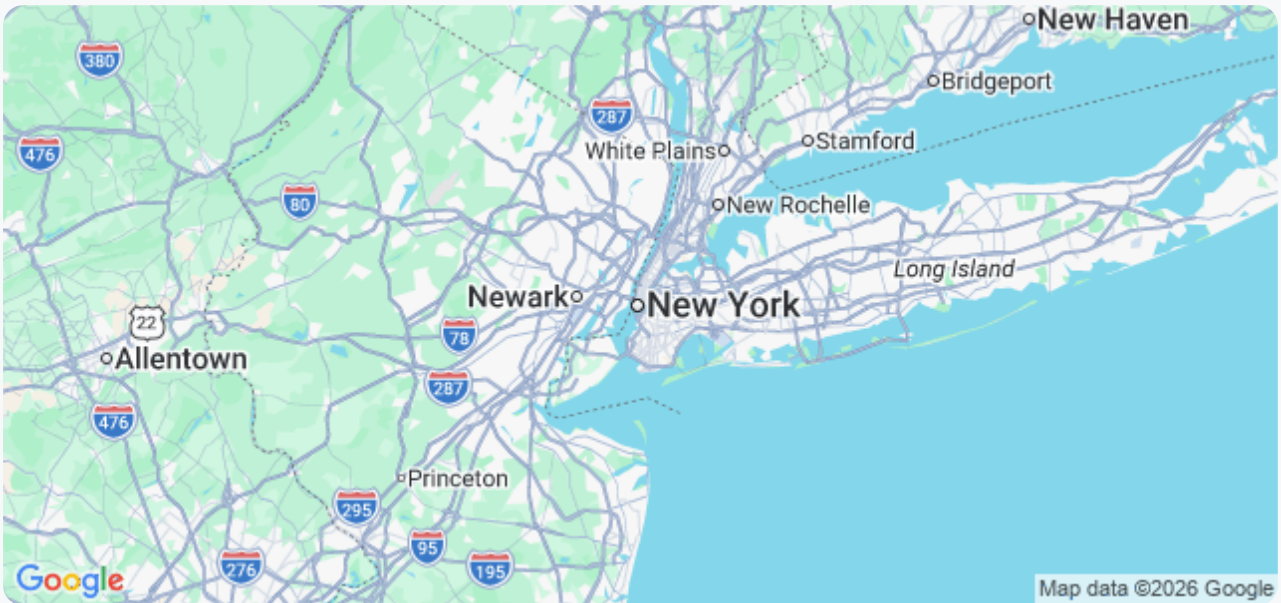
- Working as expected
- Limited functionality
- Not functional

Any unauthorized access attempts logged recently?

Write something...

Location of Security Control Panel

 [Set My Current Location](#)



Emergency Preparedness

Confirm emergency plans, fire suppression systems, and evacuation procedures are up-to-date and readily accessible.

Last Emergency Drill Date

Enter date...

Emergency Contact List Location (e.g., posted near phones)

Write something...

Fire Extinguisher Inspection Frequency (months)

Enter a number...

Emergency Evacuation Routes Marked?

- Yes, all routes clearly marked
- Yes, some routes marked
- No
- N/A


Summary of Last Emergency Drill Findings & Corrective Actions

Write something...

First Aid Kit Accessibility?

- Readily Accessible
- Accessible with minor effort
- Not easily accessible
- Not present

Emergency Plan Document (PDF)

 Upload File

Compliance & Documentation

Verify adherence to relevant regulations and proper documentation of processes and inspections.

Last Safety Audit Date

Permit Expiration Count

SDS Availability

- SDS Available and Current
- SDS Partially Available
- SDS Not Available

Regulatory Compliance Areas Checked

- OSHA Compliance
- Fire Safety Regulations
- Environmental Regulations
- DOT Compliance

Copies of Key Permits (e.g., Fire, Environmental)

 Upload File

Notes on Compliance Issues & Corrective Actions

Write something...

Record Retention Policy Status

- Policy Current and Compliant
- Policy Requires Update
- Policy Missing