



Warehouse Readiness Checklist: Inventory, Safety & Shipping Audit

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


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)

Enter a number...

Last Forklift Maintenance Date

Enter date...

Conveyor Belt Speed (RPM)

Enter a number...

Notes on Conveyor Belt Performance

Write something...

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

Enter date...

Permit Expiration Count

Enter a number...


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