ChecklistGuro

Warehouse WMS Audit Checklist Template

System Configuration & Setup

Verifies initial WMS setup, user roles, and security settings.

WMS Version Number

Write something...

Number of User Roles Defined

Enter a number...

Authentication Method

☐ Username/Password
☐ SSO
☐ Multi-Factor Authentication

Default Units of Measure Enabled

☐ Each
☐ Case
☐ Pallet

Last System Configuration Change Date

Enter date...

Notes on System Configuration

Write something...

Configuration Document (if applicable)

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Receiving & Putaway

Evaluates the accuracy and efficiency of receiving and putaway processes.

Number of Receiving Docks in Use

Enter a number...

Receiving Method

☐ Advance Shipping Notice (ASN)

☐ Manual Entry

☐ EDI

Average Receiving Time per Shipment (minutes)

Enter a number...

Verification Method for Received Goods

☐ Count & Verify

☐ Scan & Verify

☐ Visual Inspection

Percentage of Receiving Errors (e.g., quantity, damage)

Enter a number...

Description of Damage Control Procedures

Write something...

Putaway Strategy

☐ Directed Putaway

☐ Random Putaway

☐ Fixed Location Putaway

Inventory Management

Assesses inventory accuracy, cycle counting procedures, and stock control measures.

Cycle Count Frequency (Days)

Enter a number...

Cycle Count Method

- ☐ Random
- ☐ ABC Analysis
- ☐ FIFO
- ☐ Age Based

Inventory Accuracy (%)

Enter a number...

Description of Inventory Discrepancy Resolution Process

Write something...

Date of Last Physical Inventory Count

Enter date...

Inventory Control Procedures Implemented

- ☐ FIFO
- ☐ FEFO
- ☐ Lot Tracking
- ☐ Serial Number Tracking
- ☐ Expiration Date Tracking

Name of Person Responsible for Inventory Control

Write something...

Order Processing & Picking

Reviews order fulfillment accuracy, picking strategies, and associated workflows.

Order Processing Time (Average)

Enter a number...

Picking Accuracy Rate (%)

Enter a number...

Picking Method Used

- ☐ Zone Picking
- ☐ Wave Picking
- ☐ Batch Picking
- ☐ Random Picking

Picking Errors Observed (Select all that apply)

- ☐ Mis-picked Items
- ☐ Incorrect Quantities
- ☐ Damaged Goods
- ☐ Wrong Location Picked
- ☐ No Errors Observed

Comments on Order Processing & Picking Efficiency

Write something...

Last Cycle Count Date for Picking Locations

Enter date...

Order Prioritization Method

- [ ] FIFO
- [ ] Order Date
- [ ] Customer Priority
- [ ] Other

Packing & Shipping

Checks packing procedures, shipping label accuracy, and carrier integration.

Number of Shipping Errors Detected (Last Month)

Enter a number...

Shipping Carrier Integrations Verified?

- [ ] UPS
- [ ] FedEx
- [ ] USPS
- [ ] DHL
- [ ] Other

Packaging Material Compliance (Sustainability)

- [ ] Fully Compliant
- [ ] Partially Compliant
- [ ] Non-Compliant

Last Packaging Material Audit Date

Enter date...

Notes on Shipping Label Accuracy Issues

Write something...

Sample Shipping Label (for Verification)

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Automated Shipping Manifest Generation?

☐ Yes
☐ No

Average Shipping Time (Days)

Enter a number...

Data Accuracy & Reporting

Confirms data integrity, reporting capabilities, and KPI tracking.

Inventory Accuracy Rate (%)

Enter a number...

Order Fulfillment Accuracy (%)

Enter a number...

Last Cycle Count Date

Enter date...

Cycle Counting Frequency

- [ ] Daily
- [ ] Weekly
- [ ] Monthly
- [ ] Quarterly
- [ ] Annually

Description of Data Validation Procedures

Write something...

Sample Inventory Report

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Report Generation Frequency

- [ ] Real-time
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

Number of Data Discrepancies Identified (Last Month)

Enter a number...

User Access & Security

Audits user access controls, password policies, and data security protocols.

Number of User Accounts

Enter a number...

Password Complexity Requirements Enforced?

☐ Yes

☐ No

☐ Partially

Multi-Factor Authentication (MFA) Enabled?

☐ Yes

☐ No

☐ Planned

Last Password Policy Review Date

Enter date...

Description of User Access Control Matrix

Write something...

Roles with Elevated Privileges (e.g., Admin, Supervisor)

- [ ] Admin
- [ ] Supervisor
- [ ] Warehouse Manager
- [ ] Inventory Control

Screenshot of User Access Control Settings (Redact Sensitive Information)

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Integration with Other Systems

Validates data exchange and synchronization with ERP, TMS, and other connected systems.

ERP System Integrated?

- [ ] Yes
- [ ] No
- [ ] Partial

TMS System Integrated?

- [ ] Yes
- [ ] No
- [ ] Partial

Describe Integration Method (API, File Transfer, etc.)

Write something...

Frequency of Data Synchronization (hours)

Enter a number...

Last Data Synchronization Check Date

Enter date...

Describe any integration errors encountered recently.

Write something...

Integration Logs (if available)

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System Performance & Maintenance

Evaluates system response times, backup procedures, and maintenance schedules.

Average System Response Time (seconds)

Enter a number...

Last System Backup Date

Enter date...

Details of last system maintenance performed

Write something...

Backup File Size (MB)

Enter a number...

Backup Storage Location

☐ Onsite Server

☐ Cloud Storage

☐ External Drive

Scheduled Next System Maintenance Date

Enter date...

Notes on System Performance Issues (if any)

Write something...

Compliance & Documentation

Ensures adherence to relevant regulations and confirms proper documentation practices.

Last Compliance Review Date

Enter date...

Summary of Key Compliance Findings

Write something...

Regulatory Frameworks Applied (e.g., FDA, GMP, ISO)

- [ ] FDA
- [ ] GMP
- [ ] ISO 9001
- [ ] Other (Specify)

Relevant Permits & Licenses (Upload Copies)

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Version Number of Compliance Manual

Enter a number...

Description of Training Provided on Compliance Procedures

Write something...

Is a Vendor Audit Program in Place?

☐ Yes

☐ No