



Warehouse WMS Labeling Process Checklist

Label Design & Approval

Ensures label designs meet compliance and accuracy requirements before implementation.


Label Design File Name

Write something...

Design Rationale

Write something...

Label Design Mockup

 Upload File

Compliance Standard Met?

☐ Yes

☐ No

☐ N/A

Barcode Verification Score

Enter a number...

Date of Design Approval

Enter date...

Approver Signature

Printer Setup & Configuration

Verifies printer functionality, connectivity, and correct label format settings.

Printer DPI Setting

Enter a number...

Label Width (mm)

Enter a number...

Label Height (mm)

Enter a number...

Printer Interface (USB/Network)

- ☐ USB
- ☐ Network

Print Orientation (Portrait/Landscape)

- ☐ Portrait
- ☐ Landscape

Default Font Name

Write something...

Font Size (Points)

Enter a number...

Last Configuration Change Date

Enter date...

WMS Data Integration

Confirms accurate data transfer from WMS to label printing process (SKU, Lot Number, Expiration Date, etc.).

SKU Data Field Mapping (Source Field Number)

Enter a number...

Lot Number Data Field Mapping (Source Field Number)

Enter a number...

Expiration Date Data Field Mapping (Source Field Number)

Enter a number...

Data Format for Expiration Date

- ☐ YYYY-MM-DD
- ☐ MM/DD/YYYY
- ☐ Other (Specify)

Data Transformation Rules (e.g., concatenation, calculations)

Write something...

Error Handling Method for Missing Data

- ☐ Default Value
- ☐ Blank Field
- ☐ Alert/Notification

Data Refresh Interval (minutes)

Enter a number...

Label Material & Adhesive Quality

Assesses the suitability of label materials for warehouse environment (durability, adhesion, resistance to chemicals).

Label Material Type

- ☐ Paper
- ☐ Polyester
- ☐ Polypropylene
- ☐ Vinyl
- ☐ Other

Label Thickness (mils)

Enter a number...

Adhesive Type

- ☐ Permanent
- ☐ Removable
- ☐ Repositionable
- ☐ High Tack

Adhesion Strength (g/cm)

Enter a number...

Material Supplier Information

Write something...

Material Safety Data Sheet (MSDS)

 Upload File

Adhesive Chemical Resistance Notes (e.g., oil, solvents)

Write something...

Printing Accuracy & Readability

Checks for proper barcode scanability, font legibility, and overall print quality.

Barcode Scan Rate (%)

Enter a number...

Font Legibility (Assessment)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Print Quality (Overall)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Print Resolution (DPI)

Enter a number...

Detailed Observations (Print Defects)

Write something...

Color Accuracy (if applicable)

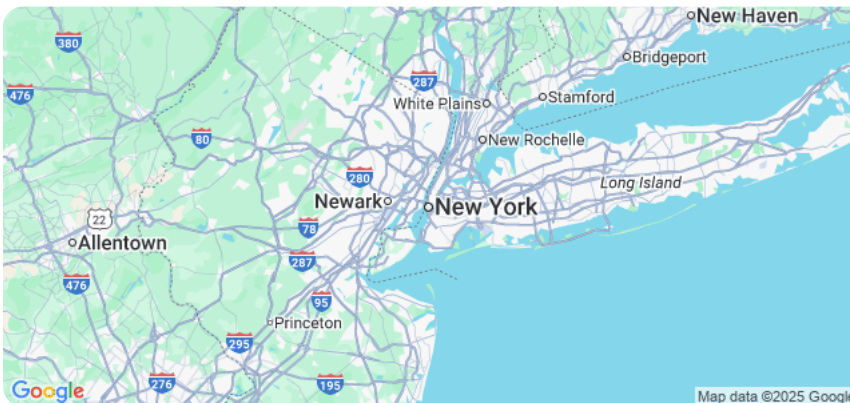
- ☐ Accurate
- ☐ Slight Variation
- ☐ Significant Variation

Application Process Verification

Validates proper label placement and adherence during product application.

Application Zone (e.g., Receiving, Palletizing)

 [Set My Current Location](#)



Number of Labels Verified

Enter a number...

Label Placement Accuracy (Select all that apply)

- ☐ Correct Position
- ☐ Correct Orientation
- ☐ Sufficient Clearance
- ☐ No Obscured Information

Adhesion Quality

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Verifier Signature

Verification Date

Enter date...

Exception Handling & Rework

Establishes procedures for addressing misprinted or damaged labels and correcting errors.

Number of Misprinted Labels

Enter a number...

Description of Labeling Error

Write something...

Root Cause of Error (Select One)

- ☐ Printer Malfunction
- ☐ WMS Data Error
- ☐ Incorrect Label Design
- ☐ Operator Error
- ☐ Material Defect

Resolution Action Taken

- ☐ Reprint Label
- ☐ Manual Correction
- ☐ WMS Data Correction
- ☐ Printer Repair
- ☐ Design Modification

Date of Rework/Correction

Enter date...

Time of Rework/Correction

Enter time...

Signature of Person Performing Rework

Security & Access Controls

Ensures appropriate permissions for label design and printing processes.

Number of Users with Admin Access

Enter a number...

Authentication Method Used

- ☐ Username/Password
- ☐ Two-Factor Authentication
- ☐ Single Sign-On (SSO)

Roles with Label Printing Permissions

- ☐ Warehouse Manager
- ☐ Label Operator
- ☐ Shipping Supervisor

Last Password Policy Review Date

Enter date...

Description of Password Complexity Requirements

Write something...

Access Control System Integration (e.g., integration with Physical Access Controls)

- ☐ Integrated
- ☐ Not Integrated

Access Control List (ACL) Document (if applicable)

 Upload File

Documentation & Record Keeping

Maintains records of label changes, approvals, and printing incidents.

Date of Last Label Design Review

Enter date...

Summary of Label Design Changes (if any)

Write something...

Uploaded Copy of Approved Label Design

 Upload File

Number of Reworked Labels (Past Month)

Enter a number...

Description of any Labeling Process Incidents

Write something...

Labeling Process Audit Status

- ☐ Completed
- ☐ In Progress
- ☐ Not Applicable

Date of Next Scheduled Labeling Process Audit

Enter date...

Labeling Process Auditor Signature

Compliance & Regulatory Checks

Confirms adherence to industry standards and regulatory requirements related to labeling.

Applicable Regulatory Frameworks

- ☐ GHS (Globally Harmonized System)
- ☐ SDS (Safety Data Sheet) Compliance
- ☐ FDA (Food and Drug Administration) Regulations
- ☐ Country-Specific Labeling Requirements
- ☐ Other (Specify in Long Text)

Specify 'Other' Regulatory Requirements (if selected)

Write something...

Date of Last Regulatory Compliance Review

Enter date...

Latest Revision Number of Regulatory Documentation

Enter a number...

Upload Relevant Regulatory Documentation (e.g., Permits, Certifications)

 Upload File

Verification of Compliance with Latest Amendments

- ☐ Yes
- ☐ No
- ☐ Pending