



# Warehouse WMS Yard Management Checklist

## Gate-In Procedures

Verifies compliance with yard gate-in processes and data capture accuracy.

### Arrival Date

### Arrival Time

### Number of Trailers

### Carrier Name

- ☐ Carrier A
- ☐ Carrier B
- ☐ Carrier C


### Container Type

- ☐ Dry Van
- ☐ Reefer
- ☐ Flatbed

### Seal Number (Trailer 1)

Enter a number...

### Bill of Lading (BOL)

 Upload File

## Dock Door Assignment

Ensures proper dock door allocation based on carrier and shipment type.

### Carrier Assigned?

- ☐ Yes
- ☐ No

### Dock Door Type

- ☐ Standard
- ☐ Reefer
- ☐ Special Handling

### Dock Door Number

Enter a number...

### Appointment Status

- ☐ Scheduled
- ☐ Arrived
- ☐ Loading
- ☐ Complete

### Appointment Date

Enter date...

### Estimated Arrival Time

Enter time...

## Trailer Positioning

Confirms accurate trailer placement within the yard based on WMS instructions.

### Trailer ID

Enter a number...

### Designated Dock Door

- ☐ Dock Door A
- ☐ Dock Door B
- ☐ Dock Door C
- ☐ Dock Door D

### Positioning Accuracy (Feet)

- ☐ Within 1 Foot
- ☐ Within 3 Feet
- ☐ Within 6 Feet

### Notes on Positioning (e.g., obstructions, adjustments)

Write something...

### Date of Positioning

Enter date...

### Time of Positioning

Enter time...

## Driver Communication

Reviews communication logs and procedures for driver updates and instructions.

### Initial Driver Instructions Received?

Write something...

### Date of Last Communication

Enter date...

### Time of Last Communication

Enter time...

### Communication Method Used?

- ☐ Radio
- ☐ Phone
- ☐ Email
- ☐ In-Person

### Summary of Driver Instructions/Updates

Write something...

### Confirmation of Driver Acknowledgement?

- ☐ Yes
- ☐ No
- ☐ NA

### Driver Signature (Confirmation)

## Equipment Management

Assesses the condition and proper utilization of yard equipment (e.g., forklifts, yard trucks).

### Forklift Hours Meter Reading

Enter a number...

### Yard Truck Fuel Level (Gallons)

Enter a number...

### Forklift Condition (Pre-Operation)

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

### Equipment Maintenance Requirements

- ☐ Fluid Levels Checked
- ☐ Tire Pressure Checked
- ☐ Brakes Inspected
- ☐ Lights Functioning
- ☐ Safety Features Checked

### Last Maintenance Date

Enter date...

## Security and Access Control

Evaluates security protocols and access control measures within the yard.

Number of Unsecured Gate Access Points

Enter a number...

Visitor Log Usage

- ☐ Always Used
- ☐ Sometimes Used
- ☐ Never Used

Access Control Measures in Place

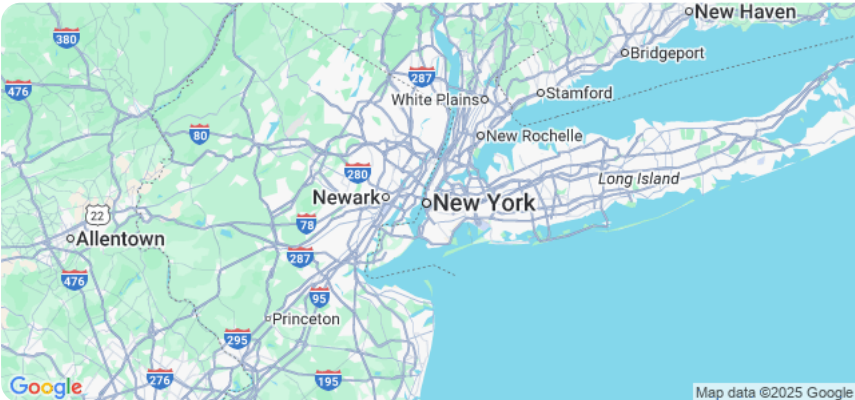
- ☐ Badge System
- ☐ PIN Codes
- ☐ Security Personnel
- ☐ Perimeter Fencing
- ☐ CCTV Surveillance

Last Security System Audit Date

Enter date...

Location of Security Camera Control Room

 Set My Current Location



**Description of Incident Reporting Protocol**

Write something...

**WMS Integration Validation**

Confirms seamless data transfer and synchronization between the yard management system and the WMS.

**Real-time Data Sync Latency (seconds)**

Enter a number...

**Data Accuracy Verification Method**

- ☐ Manual Spot Checks
- ☐ Automated Reconciliation Reports
- ☐ System-Generated Alerts

**Description of Data Reconciliation Process**

Write something...

**Last Data Integration Test Date**

Enter date...



### Data Types Verified for Integration

- ☐ Inventory Levels
- ☐ Order Status
- ☐ Shipping Information
- ☐ Customer Data
- ☐ Receiving Data

### Sample Data Integration Report (PDF)

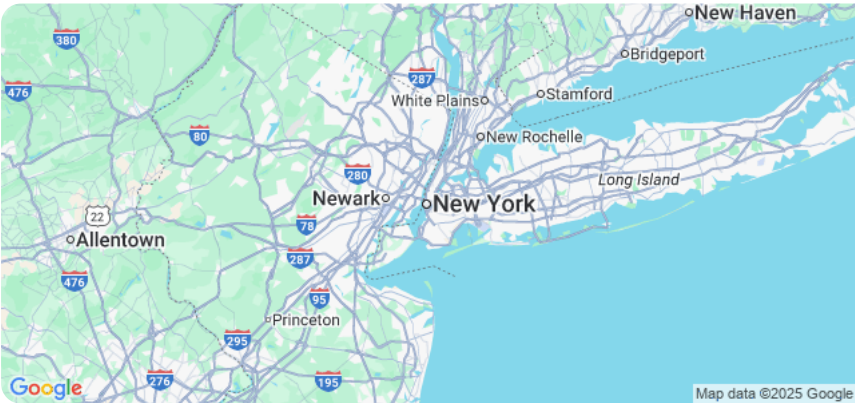
 Upload File

## Traffic Flow and Safety

Observes yard traffic patterns and identifies potential safety hazards.

### Observation Point Location (Yard)

 Set My Current Location



### Average Wait Time (Minutes)

Enter a number...

### Estimated Traffic Volume (Vehicles/Hour)

Enter a number...

### Potential Hazards Observed (Select all that apply)

- ☐ Pedestrian Traffic
- ☐ Blind Spots
- ☐ Equipment Operation
- ☐ Poor Visibility
- ☐ Speeding Vehicles

### Description of any Near Miss Incidents

Write something...

### Condition of Yard Markings (Pavement, Signs)

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

### Time of Peak Traffic

Enter time...

## Documentation & Reporting

Checks the accuracy and completeness of yard management documentation and reports.

### Date of Yard Management Report

Enter date...

### Number of Trailers Processed

Enter a number...

### Summary of any Exceptions/Issues

Write something...

### Attached Yard Management Logs

 Upload File

### Report Status (Complete/Pending/Review)

☐ Complete

☐ Pending

☐ Review

### Time Report Generated

Enter time...

### Report Reviewer Signature

# Regulatory Compliance

Verifies adherence to relevant regulatory requirements for yard operations.

## OSHA Compliance Verification

- ☐ Compliant
- ☐ Needs Improvement
- ☐ Not Compliant

## Last Environmental Permit Review Date

Enter date...

## Number of Recent Safety Violations

Enter a number...

## Summary of Regulatory Changes

Write something...

## Copy of Environmental Permits

 Upload File

## Compliance with Hours of Service (HOS) Regulations

- ☐ Fully Compliant
- ☐ Minor Deviations
- ☐ Significant Issues

