



WMS Automation Maintenance Checklist

System Hardware

Checks related to the physical components supporting the WMS automation.

Server CPU Utilization (%)

Server RAM Usage (GB)

Disk Space Available (GB)


Last Hardware Inspection Date

Notes on Hardware Condition

UPS Status

- ☐ Online
- ☐ Battery Backup
- ☐ Fault

Hardware Inventory Record

 Upload File

Network Connectivity

Verification of stable and secure network connections for all automated processes.

Network Bandwidth (Mbps)

Enter a number...

Ping Time (ms)

Enter a number...

Packet Loss (%)

Enter a number...

Network Security Protocol (e.g., TLS 1.3)

- ☐ TLS 1.0
- ☐ TLS 1.1
- ☐ TLS 1.2
- ☐ TLS 1.3

Last Network Scan Date

Enter date...

Network Configuration Notes

Write something...

Automated Equipment (e.g., Conveyors, AS/RS)

Routine inspections and maintenance for specific automated equipment.

Last Conveyor Belt Inspection Date

Enter date...

Conveyor Belt Speed (m/s)

Enter a number...

AS/RS Lift Height (m)

Enter a number...


Description of any unusual noises observed during inspection

Write something...

Condition of Sensors (e.g., photoelectric, proximity)

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

Supporting Photos/Videos of Equipment Condition

 Upload File

Scheduled Downtime for Preventative Maintenance

Enter time...

Robotics and AGV Systems

Maintenance and calibration checks for robotic and automated guided vehicle (AGV) operations.

AGV Battery Voltage (V)

Enter a number...

Robot Joint Temperature (°C)

Enter a number...

Last Calibration Date

Enter date...

Last Emergency Stop Event Time

Enter time...

Notes on Unusual Behavior/Events

Write something...

AGV/Robot Operational Status

- ☐ Operational
- ☐ Maintenance
- ☐ Down

Upload Diagnostic Logs

 Upload File

Software Updates and Patches

Ensuring all software components are up-to-date and secure.

Last Software Update Date

Enter date...

Version Number of Current Software

Enter a number...

Description of Software Updates Applied


Write something...

Update Source (e.g., Vendor, Internal)

☐ Vendor

☐ Internal Development

Upload Installation Logs (if available)

 Upload File

Scheduled Next Software Update Date

Enter date...

Integration Points

Testing and validation of interfaces between the WMS and other systems (e.g., ERP, Shipping).

ERP System Integration Status

☐ Functional

☐ Degraded

☐ Non-Functional

Last Data Synchronization Time (minutes)

Enter a number...

Last Successful Data Transfer Date

Enter date...

Description of any synchronization errors encountered

Write something...

Shipping Carrier Integration Status

- ☐ Functional
- ☐ Degraded
- ☐ Non-Functional

Integration Error Logs (if applicable)

 Upload File

Backup and Recovery

Confirmation of regular backups and functionality of disaster recovery procedures.

Last Full Backup Date

Enter date...

Backup Retention Period (in days)

Enter a number...

Backup Type

- ☐ Full
- ☐ Differential
- ☐ Incremental

Recovery Test Notes (Date, Process, Results)

Write something...

Last Disaster Recovery Drill Date

Enter date...

Recovery Point Objective (RPO)

- ☐ 15 minutes
- ☐ 1 hour
- ☐ 4 hours
- ☐ 24 hours

Recovery Time Objective (RTO)

- ☐ Under 1 Hour
- ☐ 1-4 Hours
- ☐ 4-8 Hours
- ☐ 8-24 Hours

Security Checks

Verification of access controls and security protocols within the automated systems.

Last Password Reset Date (Days Ago)

Enter a number...

Multi-Factor Authentication Enabled?

- ☐ Yes
- ☐ No
- ☐ Partial (some users)

Access Restrictions Applied?

- ☐ Role-Based Access Control
- ☐ Principle of Least Privilege
- ☐ Data Encryption at Rest
- ☐ Data Encryption in Transit

Last Security Audit Date

Enter date...

Firewall Rules Reviewed?

- ☐ Yes
- ☐ No
- ☐ N/A

Performance Monitoring

Review of system logs and performance metrics to identify potential bottlenecks or errors.

Average Order Processing Time (seconds)

Enter a number...

Throughput (Orders/Hour)

Enter a number...

System CPU Utilization (%)

Enter a number...

Database Query Response Time (ms)

Enter a number...

Summary of Recent System Logs (Errors/Warnings)

Write something...

Last Performance Review Date

Enter date...

Overall System Health (Based on Metrics)

- ☐ Excellent
- ☐ Good
- ☐ Warning
- ☐ Critical

User Training and Documentation

Confirmation that users are properly trained and documentation is up-to-date.

Number of Users Trained (Initial)


Date of Last Training Session

Summary of Training Content Covered

Topics Covered in Training (Select All)

- ☐ System Navigation
- ☐ Data Entry Procedures
- ☐ Error Handling
- ☐ Reporting
- ☐ Security Protocols

Upload Training Materials (e.g., Manuals, Presentations)

 Upload File

Training Method Used

- ☐ Classroom
- ☐ Online
- ☐ On-the-Job

Number of Users Requiring Refresher Training

Enter a number...