



WMS Cross-Docking Validation Checklist

Receiving & Pre-Docking

Verifies accurate receipt and preparation of inbound shipments for cross-docking.

ASN (Advanced Shipping Notice) Accuracy

Scheduled Arrival Date

Actual Arrival Time

Damage Assessment (Pallets, Packaging, Product)

- ☐ Pallet Damage
- ☐ Packaging Damage
- ☐ Product Damage
- ☐ No Damage

Detailed Notes on Receiving Condition

Write something...

Quantity Received vs. ASN

Enter a number...

Receiving Status

- ☐ Complete
- ☐ Partial
- ☐ Rejected

Data Synchronization

Confirms seamless data transfer between WMS and related systems (e.g., TMS, carrier portals).

Last Synchronization Timestamp (Epoch)

Enter a number...

Synchronization Method (API, Flat File, etc.)

Write something...

Data Source Connection Status

- ☐ Connected
- ☐ Disconnected
- ☐ Error

Last Synchronization Error Message (if applicable)

Write something...

Number of Records Synchronized

Enter a number...

Next Scheduled Synchronization Date

Enter date...

Dock Assignment & Staging

Ensures proper dock assignment and staging area management for efficient flow.

Dock Utilization Rate (%)

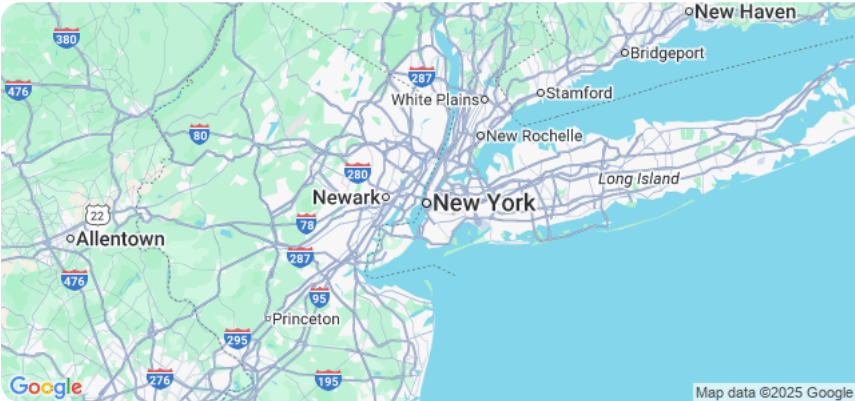
Enter a number...

Dock Assignment Method

- ☐ First-Come, First-Served
- ☐ Priority Based
- ☐ System Optimized

Staging Area Location





Dock Turnaround Time (Avg.)

Notes on Dock Congestion or Issues

Dock Condition (Pre-Use)

- ☐ Clean and Safe
- ☐ Minor Debris
- ☐ Requires Cleaning
- ☐ Unsafe - Requires Maintenance

Order Verification & Consolidation

Checks for correct order consolidation and verification prior to outbound shipment.

Number of Pallets Received

Number of Pallets Consolidated

Order Status Verification

- ☐ Confirmed
- ☐ Pending
- ☐ Exception

Damage Assessment

- ☐ Pallet Damage
- ☐ Product Damage
- ☐ Packaging Damage
- ☐ No Damage

Consolidation Notes (e.g., order combinations)

Write something...

Consolidation Accuracy

- ☐ Accurate
- ☐ Minor Discrepancy
- ☐ Major Discrepancy

Loading & Documentation

Validates accurate loading onto outbound trucks and generation of necessary shipping documents.

Truck ID

Enter a number...

Carrier Name

Write something...

Departure Date

Enter date...

Departure Time

Enter time...

Bill of Lading (BOL)

 Upload File

Load Secured?

☐ Yes

☐ No

Pallet Count

Enter a number...

Loading Notes/Comments

Write something...

System Performance & Error Handling

Monitors system performance during cross-docking operations and assesses error handling procedures.

Average System Response Time (seconds)

Enter a number...

Peak System Load (transactions/hour)

Enter a number...

Description of Recent System Errors (if any)

Write something...

Error Codes Observed During Validation

- ☐ Error Code 101
- ☐ Error Code 202
- ☐ Error Code 110
- ☐ Error Code 120

Severity of Most Recent Error

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ Critical

Date of Last System Performance Issue

Enter date...

Time of Last System Performance Issue

Enter time...

Security & Access Control

Reviews security protocols and access controls for personnel involved in cross-docking.

User Authentication Method

- ☐ Username/Password
- ☐ Two-Factor Authentication
- ☐ Biometric Scan

Access Restrictions Applied

- ☐ Role-Based Access Control
- ☐ Location-Based Restrictions
- ☐ Time-Based Restrictions
- ☐ Data Masking

Password Complexity Enforcement

- ☐ Enabled
- ☐ Disabled

Maximum Login Attempts Allowed

Enter a number...

Last Password Reset Audit Date

Enter date...

Traceability & Reporting

Confirms the ability to trace shipments through the cross-docking process and generates necessary reports.

Number of Shipments Tracked

Enter a number...

Date of Last Traceability Audit

Enter date...

Description of Reporting System Used

Write something...

Reporting Frequency

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly

Sample Traceability Report

 Upload File

Notes on Data Retention Policies

Write something...

Report Distribution Method

☐ Email

☐ Portal

☐ Printed