



WMS Inventory Shrinkage Prevention & Investigation Checklist 2026

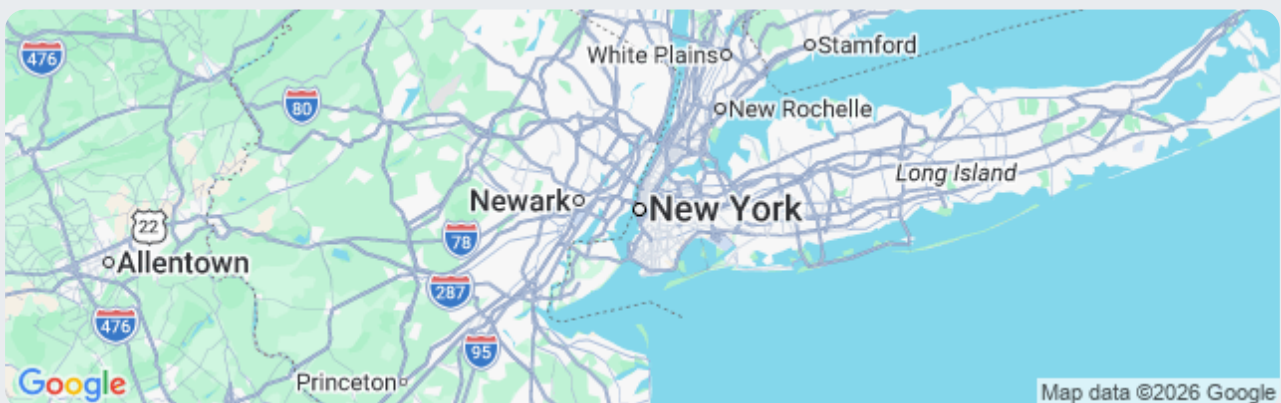
Pre-Audit & Preparation

Steps to organize the warehouse environment, define the scope of the shrinkage investigation, and ensure all necessary personnel and tools are ready.

Audit Scheduled Date

Warehouse Zone/Aisle Under Audit

 [Set My Current Location](#)



Audit Type

- ☐ Routine Cycle Count
- ☐ High-Value Discrepancy Investigation
- ☐ Quarterly Full Inventory Audit

Required Audit Tools

- ☐ Handheld RF Scanners
- ☐ Printed Bin Maps
- ☐ WMS Tablet/Terminal
- ☐ Physical Count Sheets

Lead Auditor Name

Write something...

Pre-Audit WMS Inventory Report

 Upload File

Physical Inventory Verification

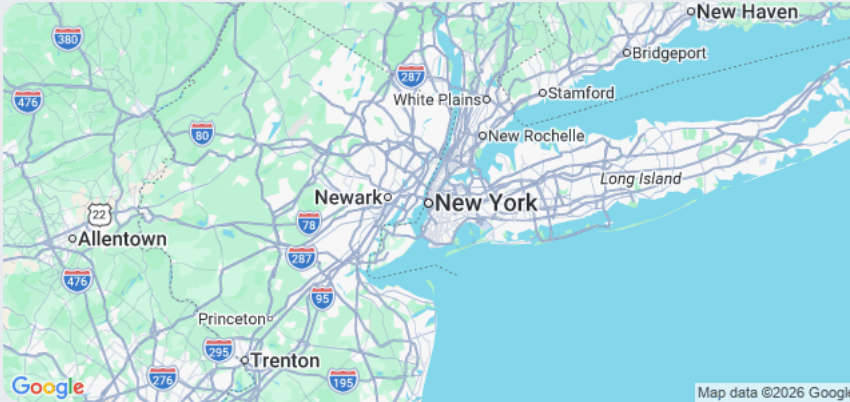
Procedures for conducting blind counts, comparing physical stock levels against WMS records, and identifying immediate discrepancies.

Inventory Audit Date

Enter date...

Warehouse Zone/Aisle Number

 [Set My Current Location](#)



SKU/Item Identifier

Write something...

System-Recorded Quantity

Enter a number...

Physical Count Quantity

Enter a number...

Discrepancy Status

- ☐ Match
- ☐ Surplus
- ☐ Shortage

Observation of Physical Condition

Write something...

Auditor Verification Signature

WMS Transactional Audit

A deep dive into the system logs to identify unauthorized adjustments, unrecorded receipts, or misplaced outbound movements within the WMS.

Audit Execution Date

Enter date...

Discrepancy Type

- ☐ Unrecorded Receipt
- ☐ Unrecorded Shipment
- ☐ Unauthorized Inventory Adjustment
- ☐ Incorrect Bin Transfer
- ☐ System/Physical Mismatch

Total Discrepancy Value (\$)

Enter a number...

Transaction Log Findings

Write something...

Audited Transaction Modules

- ☐ Inbound/Receiving
- ☐ Internal Transfers
- ☐ Outbound/Picking
- ☐ Cycle Counting
- ☐ Returns/RMA

WMS Error Report Export

 Upload File

Auditor Verification

Security & Access Control Review

Evaluating warehouse entry/exit logs, CCTV coverage, and reviewing user permission levels within the WMS to prevent internal theft.

Audit Date

Enter date...

Security Areas Inspected

- ☐ Loading Docks
- ☐ High-Value Cage
- ☐ Returns Processing Area
- ☐ Main Warehouse Floor
- ☐ IT/Server Room

WMS User Access Review Status

- ☐ All permissions verified
- ☐ Discrepancies found
- ☐ Action required

CCTV Footage Review Logs

 [Upload File](#)

Security Incident Observations

Write something...

Security Supervisor Verification

Receiving & Putaway Integrity Check

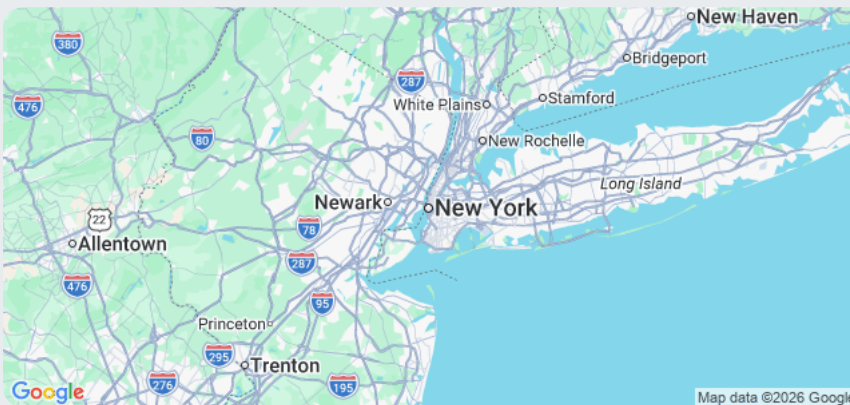
Verifying that goods received match the PO and that the WMS correctly reflects the exact bin locations assigned during the putaway process.

Date of Receiving Audit

Enter date...

Dock Door/Receiving Bay Number

 Set My Current Location



PO (Purchase Order) Status Verification

- ☐ Matched
 - ☐ Discrepancy Found
 - ☐ Partial Receipt

Quantity Discrepancy Count

Enter a number...

Identified Putaway Errors

- ☐ Incorrect Bin Assignment
- ☐ Unscanned Items
- ☐ Labeling Errors
- ☐ Damaged Goods at Receipt

Notes on Receiving Anomalies

Write something...

Upload Photo of Discrepant Shipment

 Upload File

Warehouse Supervisor Verification

Damage & Waste Documentation

Auditing the process for reporting damaged goods, expired stock, and ensuring all 'write-off' transactions are properly authorized in the system.

Date of Damage Discovery

Enter date...

Type of Damage

- ☐ Packaging Compromised
- ☐ Product Spillage/Leakage
- ☐ Expired/Perished
- ☐ Crushed/Compressed
- ☐ Contaminated

Quantity of Damaged Units

Enter a number...

SKU / Item Number

Write something...

Detailed Damage Description

Write something...

Photo Evidence of Damage

 Upload File

Supervisor Approval Signature

Discrepancy Investigation & Root Cause Analysis

Standardized steps for investigating high-value variances, identifying patterns of loss, and determining if the cause is human error or theft.

Primary Discrepancy Category

- ☐ Unrecorded Damage
- ☐ Data Entry Error
- ☐ Theft/Pilferage Suspected
- ☐ Misplaced/Wrong Bin Location
- ☐ Inaccurate Receiving Quantity
- ☐ System/Sync Error

Root Cause Description

Write something...

Value of Discrepancy (USD)

Enter a number...

Involved Personnel/Departments

- ☐ Receiving Team
- ☐ Picking Team
- ☐ Inventory Control
- ☐ External Carriers

Date of Discrepancy Discovery

Supporting Evidence (Photos/Logs)



Upload File

Investigating Manager Approval

Corrective Action & System Update

Finalizing inventory adjustments in the WMS, updating standard operating procedures (SOPs), and implementing preventative measures for 2026.

Date of Correction Completion

Root Cause Identified

Corrective Actions Implemented

- ☐ Updated Warehouse SOP
- ☐ Retrained Staff Member
- ☐ WMS System Configuration Change
- ☐ Physical Security Enhancement
- ☐ Vendor/Supplier Notification

Detailed Summary of Preventative Measures

Write something...

Proof of Inventory Adjustment/Document

 Upload File

Warehouse Manager Approval

< Previous

> Next

✓ Finish

 Generate Sample Report