



WMS Order Fulfillment Accuracy Audit Checklist 2026

Pre-Audit Preparation & Scope Definition

Defining the audit parameters, selecting specific order batches, and verifying the timeframe for the 2026 accuracy review.

Audit Date

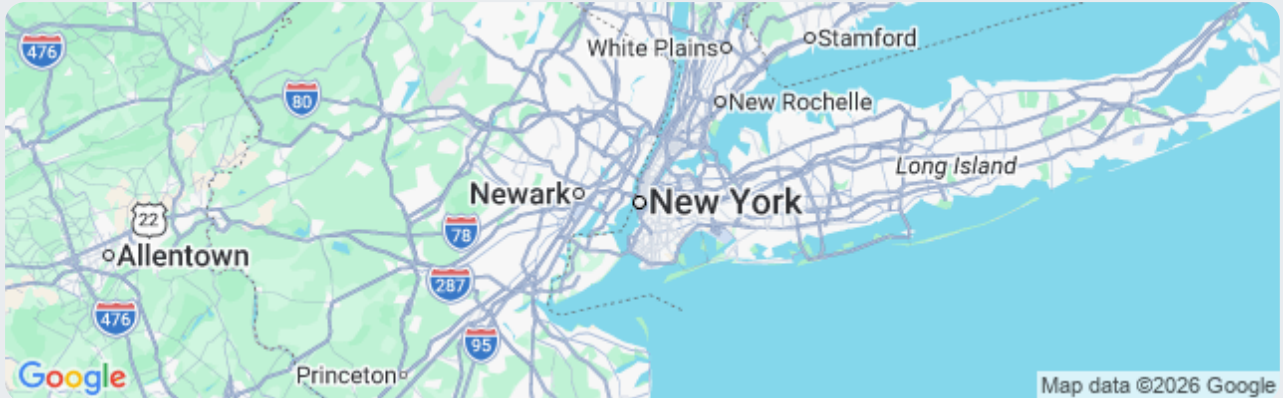
Auditor Name

Audit Scope: Order Range

- ☐ Single Shift
- ☐ Full Day
- ☐ Weekly Batch

Warehouse Zone/Aisle to Audit

 [Set My Current Location](#)



Order Types Included in Audit

- ☐ Standard B2B
- ☐ B2C/E-commerce
- ☐ Express/Priority
- ☐ Bulk/Palletized

Audit Objectives & Specific Focus Areas

Write something...

Upload Master Order Manifest

 [Upload File](#)

Order Picking Verification

Auditing the accuracy of item selection, quantity matching, and adherence to picking routes within the WMS.

Audit Date

Enter date...

Picking Zone Audited

- ☐ Zone A - Ambient
- ☐ Zone B - Temperature Controlled
- ☐ Zone C - High Security
- ☐ Zone D - Bulk Storage

Number of Orders Sampled

Enter a number...

Common Error Types Identified

- ☐ Wrong SKU Selected
- ☐ Incorrect Quantity Picked
- ☐ Damaged Item Found
- ☐ Missed Item in Batch

Detailed Discrepancy Observations

Write something...

Auditor Verification

Packing & Consolidation Review

Verifying that items packed match the digital order manifest and that secondary packaging requirements are met.

Packing Station ID

- ☐ Station A
- ☐ Station B
- ☐ Station C
- ☐ Station D

Packaging Materials Verified

- ☐ Corrugated Boxes
- ☐ Bubble Wrap
- ☐ Void Fill/Air Pillows
- ☐ Packing Tape
- ☐ Fragile Stickers

Total Items Scanned in Batch

Audit Date

Enter date...

Discrepancy Notes

Write something...

Auditor Verification

Labeling & Documentation Accuracy

Checking shipping labels, packing slips, and regulatory documentation for scanability and data precision.

Audit Date

Enter date...

Shipping Method Used

- ☐ Standard Ground
- ☐ Expedited/Express
- ☐ Freight/LTL
- ☐ International

Verified Document Types

- ☐ Packing Slip
- ☐ Shipping Label
- ☐ Commercial Invoice
- ☐ Certificate of Analysis/Origin
- ☐ Return Merchandise Authorization (RMA)

Number of Label Scans Performed

Enter a number...

Discrepancy Details

Write something...

Auditor Verification Signature

System-Physical Discrepancy Analysis

Comparing physical stock counts of fulfilled orders against the WMS real-time database records to identify ghost inventory.

Audit Execution Date

Enter date...

Number of Orders Audited

Enter a number...

Total Discrepancies Found

Enter a number...

Discrepancy Type Identified

- ☐ Quantity Mismatch
- ☐ SKU Mismatch
- ☐ Incorrect Bin Location
- ☐ Damaged Item Found
- ☐ Unit of Measure Error

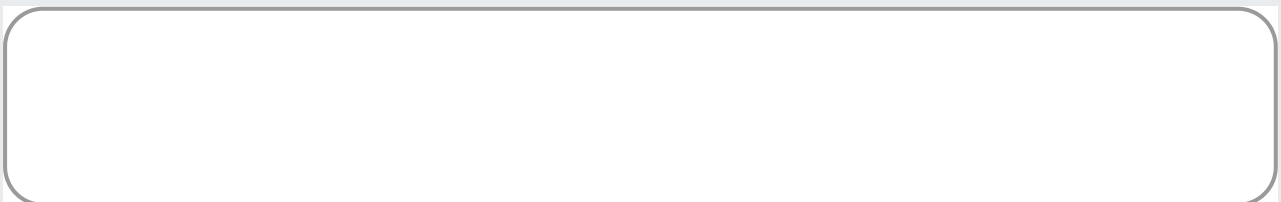
Root Cause Analysis Summary

Write something...

Evidence Photos of Discrepancies

 Upload File

Auditor Verification Signature



Post-Fulfillment Quality Control

Evaluating the physical condition of items and the integrity of the packaging post-WMS processing.

Packaging Integrity Status

- ☐ Intact
- ☐ Damaged
- ☐ Re-packaged

Detected Defects

- ☐ Crushed Box
- ☐ Missing Padding/Dunnage
- ☐ Incorrect Tape Usage
- ☐ Label Misalignment
- ☐ None

Defective Unit Count

Enter a number...

Damage Observations

Write something...

QC Inspector Signature

Error Root Cause Identification

Categorizing discrepancies found during the audit (e.g., human error, system lag, or hardware malfunction) for 2026 continuous improvement.

Primary Error Category

- ☐ Hardware/Scanner Malfunction
- ☐ Human Picking Error
- ☐ WMS Data Sync Delay
- ☐ Incorrect Label Generation
- ☐ Inventory Discrepancy (Physical vs System)
- ☐ Packaging/Material Failure

Detailed Error Description

Write something...

Incident Discovery Date

Enter date...

Supporting Evidence (Photos/Logs)

 Upload File

Auditor Verification

Corrective Action & Reporting

Documenting necessary adjustments in the WMS and finalizing the audit summary report for management review.

Date of Corrective Action Completion

Enter date...

Root Cause Category

- ☐ Hardware/Scanner Malfunction
- ☐ Human Error/Training Gap
- ☐ Software/WMS Sync Error
- ☐ Inaccurate Master Data
- ☐ Process/Workflow Flaw

Detailed Description of Corrective Actions Taken

Write something...

Departments Involved in Resolution

- ☐ Warehouse Operations
- ☐ IT/Systems Support
- ☐ Inventory Management
- ☐ Quality Assurance

Upload Evidence of Corrected Error (e.g., Updated Manifest/Photo)

 Upload File

Warehouse Manager Approval Signature

< Previous

> Next

🏁 Finish

🔧 Generate Sample Report