



# WMS Putaway Optimization Checklist

## Define Putaway Strategies

Review and document existing putaway rules and identify opportunities for improvement based on product velocity, storage requirements, and picking efficiency.

### Describe Current Putaway Strategy

Write something...

### Which Product Characteristics Influence Putaway?

- ☐ Velocity
- ☐ Size
- ☐ Weight
- ☐ Temperature Requirements
- ☐ Shelf Life
- ☐ Hazardous Materials

### Target Putaway Time (Minutes)

Enter a number...

### Priority Logic

- ☐ FIFO (First In, First Out)
- ☐ Velocity-Based
- ☐ Storage Requirements

### Document Exceptions to Standard Putaway

Write something...

## Storage Location Optimization

Analyze the utilization of storage locations and identify opportunities to allocate locations based on product characteristics (size, weight, temperature, etc.) and picking frequency.

### Maximum Storage Location Density (Units/Pallet)

Enter a number...

### ABC Classification Methodology

- ☐ Pareto Principle (80/20)
- ☐ XYZ Analysis
- ☐ Velocity & Volume

### Factors influencing location assignment

- ☐ Product Velocity
- ☐ Product Size/Dimensions
- ☐ Product Weight
- ☐ Temperature/Humidity Requirements
- ☐ Pick Path Optimization

### Percentage of High-Velocity Products in Forward Pick Locations

Enter a number...

### Notes on Special Storage Requirements (e.g., hazardous materials)

Write something...

### Storage Location Type (e.g., Pallet Rack, Shelving, Bulk)

- ☐ Pallet Rack
- ☐ Shelving
- ☐ Bulk Storage
- ☐ Flow Rack

## Directed Putaway Validation

Verify that the WMS directed putaway functionality is correctly configured and guiding operators to optimal locations.

### Expected Putaway Time (Minutes)

Enter a number...

### Directed Putaway Enabled?

- ☐ Yes
- ☐ No

### Number of Putaway Errors Observed (Last Week)

Enter a number...

### Description of any observed issues with Directed Putaway

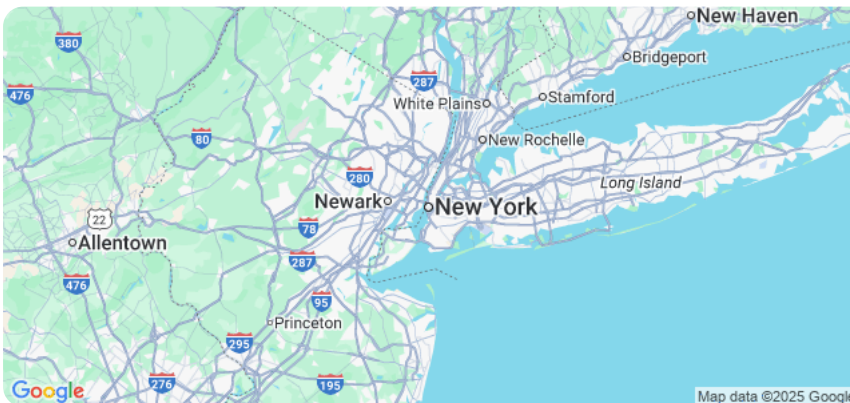
Write something...

### Are Zone Assignments Correct?

- ☐ Yes
- ☐ No
- ☐ N/A

### Last Verification Location

[📍 Set My Current Location](#)



### Date of Last Verification

Enter date...

## Slotting Optimization Review

Assess the effectiveness of slotting optimization algorithms and adjust parameters to balance storage density and picking efficiency.

### Average Slotting Density (Units/Location)

Enter a number...

### Percentage of Locations Optimized

Enter a number...

### Slotting Optimization Algorithm Used

- ☐ ABC Analysis
- ☐ Velocity-Based
- ☐ Cube Optimization
- ☐ Manual Adjustment

### Description of Current Slotting Strategy

Write something...

### Average Travel Distance (Feet)

Enter a number...

### Date of Last Slotting Optimization Review

Enter date...

### Factors Considered in Slotting

- ☐ Product Velocity
- ☐ Product Size
- ☐ Product Weight
- ☐ Product Compatibility
- ☐ Picking Frequency

## Product Grouping and Zoning

Evaluate the impact of product grouping and zoning strategies on putaway efficiency and accuracy.

### Describe current product grouping strategy (e.g., ABC analysis, seasonality)

Write something...

**Which product characteristics are currently considered for zoning?**

- ☐ Velocity (Fast/Medium/Slow)
- ☐ Size/Dimensions
- ☐ Weight
- ☐ Temperature Requirements
- ☐ Hazardous Material Status
- ☐ Product Type

**Percentage of products currently assigned to specific zones based on characteristics.**

Enter a number...

**Is zone assignment reviewed and updated regularly?**

- ☐ Yes
- ☐ No
- ☐ Occasionally

**Describe any challenges with the current product grouping/zoning approach.**

Write something...

## Task Interdependencies

Confirm that putaway tasks are properly sequenced and integrated with other warehouse processes (receiving, picking, shipping).

### Receiving Integration

- ☐ Fully Integrated
- ☐ Partially Integrated
- ☐ Manual Input Required

### Picking Task Prioritization

- ☐ Putaway Prioritized
- ☐ Picking Prioritized
- ☐ Equal Priority

### Time Delay (minutes) Between Receiving and Putaway

Enter a number...

### Last Review Date of Sequencing Rules

Enter date...

### Processes Affected by Putaway Sequencing

- ☐ Receiving
- ☐ Picking
- ☐ Shipping
- ☐ Inventory Counts

### Describe any manual interventions required in the Putaway workflow

Write something...



# Operator Training and Proficiency

Ensure that operators are adequately trained on the putaway process and demonstrate proficiency in using the WMS.

## Training Curriculum Outline

Write something...

## Hours of Initial Training Received

Enter a number...

## Topics Covered in Training (Select all that apply)

- ☐ WMS Navigation
- ☐ Directed Putaway Process
- ☐ Equipment Operation (RF Scanners, etc.)
- ☐ Exception Handling
- ☐ Safety Procedures
- ☐ Location System

## Date of Last Training Refresher

Enter date...

## Number of Putaway Tasks Observed (During Assessment)

Enter a number...

**Operator Signature (Confirmation of Training)**

**Overall Proficiency Level (Post-Training Assessment)**

- ☐ Beginner
- ☐ Intermediate
- ☐ Proficient
- ☐ Expert

# Performance Metrics Monitoring

Track key performance indicators (KPIs) such as putaway time, accuracy, and utilization to identify areas for improvement.

**Average Putaway Time (seconds)**

Enter a number...

**Putaway Accuracy Rate (%)**

Enter a number...

**Storage Utilization Rate (%)**

Enter a number...

**Number of Putaway Exceptions**

Enter a number...

### Date of Last Performance Review

Enter date...

### Overall Performance Trend (Last Month)

- ☐ Improving
- ☐ Stable
- ☐ Declining

## Exception Handling & Error Resolution

Define procedures for handling putaway exceptions (e.g., location full, incorrect product) and resolving errors.

### Describe the Putaway Exception (e.g., Location Full, Incorrect Product)

Write something...

### Exception Category

- ☐ Location Issue
- ☐ Product Discrepancy
- ☐ System Error
- ☐ Other

### Quantity Discrepancy (if applicable)

Enter a number...

Date of Exception

Enter date...

Time of Exception

Enter time...

Exception Location (if different from putaway location)

 [Set My Current Location](#)



Resolution Steps Taken

Write something...

Resolution Status

- ☐ Resolved
- ☐ Pending
- ☐ Escalated

WMS Configuration Validation

Confirm that WMS parameters related to putaway (e.g., unit of measure conversions, weight restrictions) are accurately configured.

**Maximum Pallet Weight per Location (lbs)**

Enter a number...

**Maximum Unit Size Length (inches)**

Enter a number...

**Unit of Measure Conversion Method**

- ☐ Automatic
- ☐ Manual
- ☐ Table Lookup

**Default Location Type**

- ☐ Forward Pick
- ☐ Bulk Storage
- ☐ Replenishment

**Last Configuration Review Date**

Enter date...

**Notes on Specific Configuration Adjustments**

Write something...