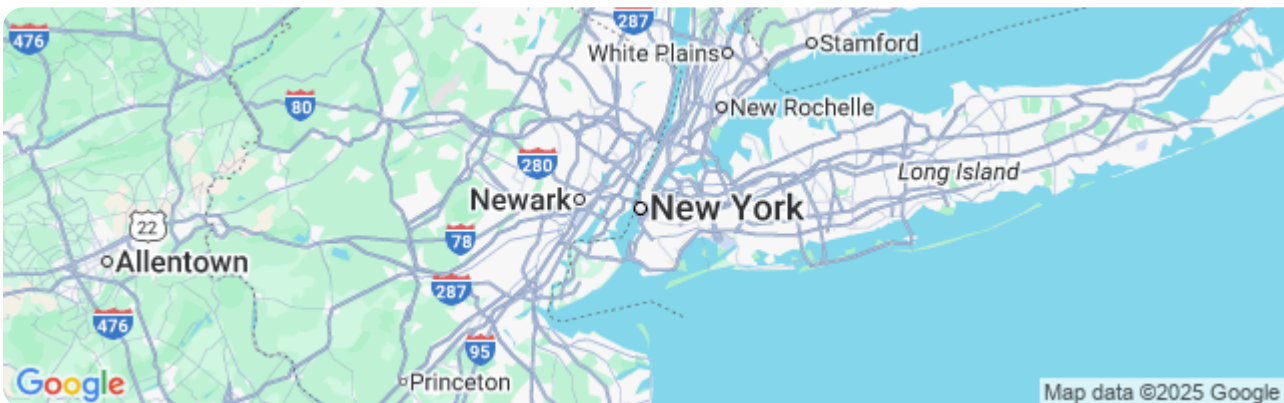# ✓ ChecklistGuro

WMS RFID Integration Checklist Template

Hardware Setup & Connectivity

Verification of RFID hardware installation, network connectivity, and initial configuration.

RFID Reader 1 Location

📍 Set My Current Location

Reader 1 IP Address

Enter a number...

Reader 1 Port Number

Enter a number...

Connectivity Type

- ☐ Ethernet
- ☐ Wireless (Wi-Fi)
- ☐ Serial

Signal Strength (dBm) - Reader 1

Enter a number...

Date of Initial Hardware Setup

Enter date...

Network Switch Configuration Notes

Write something...

Data Mapping & Integration

Confirmation of correct data mapping between the WMS and RFID system, ensuring accurate data transfer.

Item Category Mapping

- ☐ Raw Materials
- ☐ Finished Goods
- ☐ Components

Serial Number Length

Enter a number...

Data Conversion Rules

Write something...

Unit of Measure Mapping

- [ ] Each
- [ ] Box
- [ ] Pallet

Decimal Precision

Enter a number...

Error Handling Procedures

Write something...

Tag Encoding and Assignment

Validation of tag encoding processes and assignment of tags to appropriate items within the WMS.

Tag Encoding Standard Description

Write something...

Tag Prefix Length

Enter a number...

Encoding Method

☐ Direct Encoding

☐ Middleware Encoding

Check Digit Length (if applicable)

Enter a number...

Data Fields Encoded

☐ Item Number

☐ Lot Number

☐ Expiration Date

☐ Serial Number

☐ Product Description

Sample Encoded Tag (Image/Text File)

⬆ Upload File

Tag Assignment Rules Description

Write something...

Reader Configuration & Calibration

Ensuring proper reader settings, calibration, and range optimization for consistent read performance.

Reader Power Level (dBm)

Enter a number...

Antenna Gain (dBi)

Enter a number...

Read Range (meters)

Enter a number...

Reader Mode (e.g., Single, Multi)

☐ Single

☐ Multi

Region/Frequency Band

☐ US

☐ EU

☐ APAC

Last Calibration Date

Enter date...

Last Calibration Time

Enter time...

Inventory Accuracy & Reconciliation

Verification of inventory data accuracy after RFID integration and reconciliation with existing WMS records.

Number of items reconciled

Enter a number...

Number of discrepancies found

Enter a number...

Reconciliation Method Used

☐ Cycle Count
☐ Full Inventory
☐ Spot Check

Description of Significant Discrepancies

Write something...

Value of Discrepancies (USD)

Enter a number...

Date of Reconciliation

Enter date...

Authorized Signature

Workflow Integration & Testing

Testing and validation of RFID integration within existing warehouse workflows (receiving, putaway, picking, shipping).

Receiving Workflow Tested?

- [ ] Yes
- [ ] No
- [ ] N/A

Putaway Workflow Tested?

- [ ] Yes
- [ ] No
- [ ] N/A

Picking Workflow Tested?

- [ ] Yes
- [ ] No
- [ ] N/A

Shipping Workflow Tested?

- [ ] Yes
- [ ] No
- [ ] N/A

Number of test cycles completed

Enter a number...

Describe any issues encountered during testing

Write something...

Date of last workflow test

Enter date...

User Training & Documentation

Confirmation of user training completion and availability of comprehensive documentation for RFID operation.

Number of Users Trained

Enter a number...

Training Delivery Method

- ☐ Online Modules
- ☐ Classroom Instruction
- ☐ Hybrid Approach

Date of Last Training Session

Enter date...

Summary of Training Content

Write something...

Training Materials (e.g., manuals, presentations)

⬆ Upload File

Topics Covered in Training

- ☐ RFID Hardware Operation
- ☐ Data Integration
- ☐ Workflow Procedures
- ☐ Troubleshooting

Trainer Certification Level

- ☐ Certified RFID Professional
- ☐ WMS System Expert
- ☐ Company Approved

Security & Access Controls

Verification of security protocols and access controls for the RFID system and integration with WMS.

RFID System Authentication Method

- ☐ Username/Password
- ☐ Two-Factor Authentication
- ☐ Certificate-Based Authentication

Maximum Concurrent User Sessions

Enter a number...

Authorized User Roles (WMS)

- ☐ Administrator
- ☐ Warehouse Manager
- ☐ Supervisor
- ☐ Operator

Data Encryption Protocol (RFID)

- ☐ AES-128
- ☐ AES-256
- ☐ None

Last Access Control Review Date

Enter date...

Notes on Access Control Policies

Write something...

Performance Monitoring & Optimization

Establishing metrics to monitor RFID performance and identifying opportunities for optimization.

Average Read Time (Seconds)

Enter a number...

Read Success Rate (%)

Enter a number...

Items Processed per Hour

Enter a number...

Describe any read performance bottlenecks

Write something...

Current Reader Configuration Status

☐ Optimal

☐ Needs Adjustment

☐ Malfunctioning

Date of Last Performance Review

Enter date...

Summary of Performance Optimizations Implemented

Write something...

Disaster Recovery & Contingency Planning

Reviewing disaster recovery plans to ensure RFID system functionality and data integrity in unforeseen circumstances.

Documented RFID System Backup Procedures

Write something...

Backup Location Redundancy

☐ Single Location

☐ Multiple Locations

☐ Geographically Diverse

Last Disaster Recovery Drill Date

Enter date...

Summary of Last Disaster Recovery Drill Findings

Write something...

Estimated Time to Restore RFID System Functionality (Hours)

Enter a number...

Communication Plan in Case of Disaster

☐ Email

☐ Phone Call

☐ SMS

Copy of Disaster Recovery Plan Document

⬆ Upload File