



WMS Warehouse Workflow Standardization Checklist 2026

Standard Operating Procedure (SOP) Alignment

Ensure all digital workflows within the WMS are mapped precisely to physical warehouse movement and documented SOPs.

SOP Documentation Status

- ☐ Draft
- ☐ Reviewed
- ☐ Approved & Active
- ☐ Needs Revision

SOP Reference ID

Write something...

Workflow Modules Covered

- ☐ Receiving
- ☐ Putaway
- ☐ Picking
- ☐ Packing
- ☐ Shipping
- ☐ Returns

Last SOP Review Date

Enter date...

Upload Approved SOP Document

 Upload File

Operations Manager Approval

Inbound Process Standardization

Verify uniform procedures for receiving, unloading, and initial verification to prevent data entry discrepancies.

Receiving Dock Assignment

- ☐ Dock A
- ☐ Dock B
- ☐ Dock C
- ☐ Dock D

Arrival Date

Enter date...

Verification Steps Completed

- ☐ SKU Verification
- ☐ Quantity Count
- ☐ Damage Inspection
- ☐ Label Scanning
- ☐ Temperature Check

Total Units Received

Enter a number...

Packing Slip / BOL Upload

 Upload File

Discrepancy Notes

Write something...

Receiver Signature

Inventory Placement & Putaway Rules

Standardize logic for automated and manual putaway tasks to maintain consistent bin utilization and accessibility.

Putaway Strategy Used

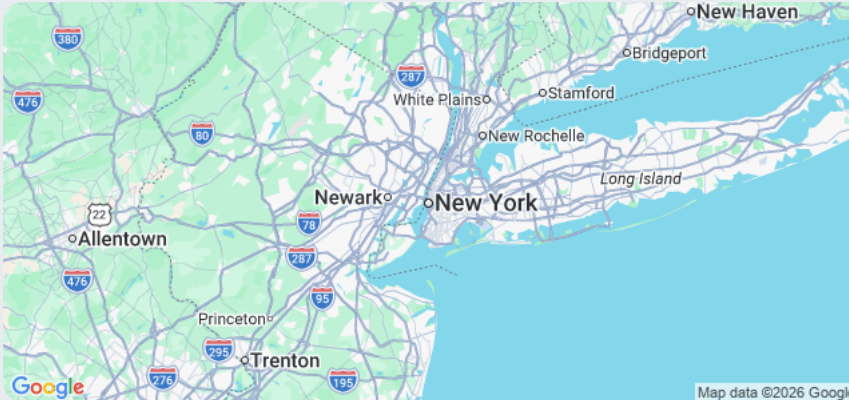
- ☐ Fixed Location
- ☐ Dynamic Slotting
- ☐ Random Stow

Required Verification Steps

- ☐ Barcode Scan
- ☐ Weight Verification
- ☐ Visual Inspection
- ☐ Quantity Match

Target Bin/Zone Destination

 **Set My Current Location**



Allocated Storage Capacity (%)

Enter a number...

Putaway Completion Date

Enter date...

Supervisor Verification

Picking & Packing Uniformity

Audit picking paths, batching methods, and packing station configurations to ensure repeatable execution across all shifts.

Verified Picking Methods

- ☐ Single Order Picking
- ☐ Batch Picking
- ☐ Zone Picking
- ☐ Wave Picking

Packing Station ID

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

Packing Material Standard Used

Write something...

Average Pick Time (Seconds)

Enter a number...

Photo of Standardized Packing Setup

 Upload File

Floor Supervisor Verification

Outbound & Shipping Protocol

Standardize documentation, carrier labeling, and manifest generation to ensure consistency in final dispatch.

Shipping Method Used

- ☐ LTL (Less Than Truckload)
- ☐ FTL (Full Truckload)
- ☐ Parcel/Small Parcel
- ☐ Courier/Last Mile

Shipping Documentation Verified

- ☐ Packing Slip
- ☐ Bill of Lading (BOL)
- ☐ Commercial Invoice
- ☐ Shipping Label
- ☐ Certificate of Origin

Dispatch Date

Carrier Tracking Number

Proof of Delivery/Manifest Copy

 **Upload File**

Warehouse Supervisor Approval

Exception Handling & Error Resolution

Define standardized workflows for managing damaged goods, short picks, and system-generated discrepancies.

Error Category

- ☐ Inventory Discrepancy
- ☐ Damaged Goods
- ☐ Labeling Error
- ☐ System/Software Glitch
- ☐ Missing Documentation

Incident Description

Write something...

Date of Occurrence

Enter date...

Affected Warehouse Zone/Bin

 **Set My Current Location**

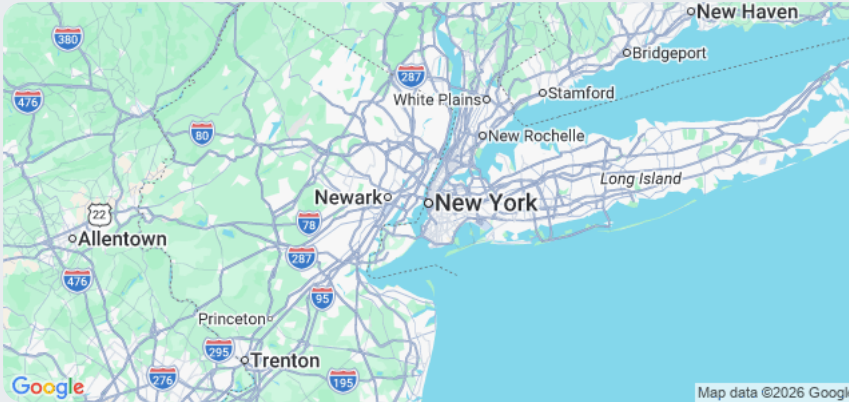


Photo Evidence of Discrepancy

 Upload File

Supervisor Approval

User Interface & Data Entry Standardization

Review terminal/scanner input methods to ensure all operators use standardized naming conventions and unit measurements.

Standardized Input Method

- ☐ Barcode Scanning
- ☐ Manual Keyboard Entry
- ☐ Voice Picking
- ☐ RFID Scanning

Data Entry Error Checkpoints

- ☐ SKU Validation
- ☐ Quantity Verification
- ☐ Batch/Lot Number Match
- ☐ Expiration Date Check
- ☐ Location Verification

Input Format Convention

Write something...

Last Interface Audit Date

Enter date...

Supervisor Verification

Updated Data Entry Manual (PDF)

 Upload File

Equipment & Hardware Synchronization

Ensure all handheld scanners, printers, and IoT devices follow the same configuration and software versioning.

Devices Audited

- ☐ Handheld RF Scanners
- ☐ Mobile Tablets
- ☐ Barcode Printers
- ☐ Automated Label Dispensers
- ☐ IoT Sensors/Weight Scales

Hardware Firmware Version

Write something...

Last Synchronization Date

Enter date...

Connectivity Status

- ☐ Stable
- ☐ Intermittent
- ☐ Unstable/Offline

Hardware Maintenance Log

 Upload File

Technician Verification

Performance Metric & KPI Tracking

Standardize how warehouse productivity, error rates, and throughput are captured and reported within the WMS.

Audit Date

Enter date...

Order Picking Accuracy Rate (%)

Enter a number...

Dock-to-Stock Cycle Time (Minutes)

Enter a number...

KPI Target Achievement Status

- ☐ Exceeding Target
- ☐ Meeting Target
- ☐ Below Target
- ☐ Critical Alert

Variance Analysis & Root Cause

Write something...

Warehouse Manager Approval

Training & Continuous Improvement Loop

Validate that all standardized workflows are reflected in training modules and updated during periodic process reviews.

Last Training Session Date

Enter date...

Training Completion Status

- ☐ Completed
- ☐ In Progress
- ☐ Not Started

Topics Covered in Training

- ☐ WMS Interface Navigation
- ☐ Barcode Scanning Protocols
- ☐ Exception Handling Procedures
- ☐ Safety & Compliance

Identified Process Gaps or Feedback

Write something...

Training Attendance Logs

 Upload File

Supervisor Verification

< Previous

> Next

🔑 Finish

 Generate Sample Report