

OPERATIONS

The warehouse operations checklist.



A daily walk-the-floor checklist across the six areas that keep a warehouse safe, accurate, and moving – from the receiving dock to the outbound trailer.



Receiving & Inbound

- ☒ Verify inbound against ASN & PO
- ☒ Inspect for damage & count accuracy
- ☒ Capture lot / date / serial at receipt
- ☐ Put away to system-directed slots



Storage & Slotting

- ☐ Aisles & racks clear of obstructions
- ☐ FIFO / FEFO rotation enforced
- ☐ Fast-movers slotted near pack-out
- ☐ Rack labels legible & scannable



Inventory Accuracy

- ☐ Daily cycle counts on schedule
- ☐ Discrepancies researched & resolved
- ☐ Holds & quarantine flagged in WMS
- ☐ On-hand matches system in real time



Pick, Pack & Ship

- ☐ Pick accuracy verified by scan
- ☐ Right-sized cartons & correct labels
- ☐ Outbound staged by route & cutoff
- ☐ BOL & documents complete



Safety & Compliance

- ☐ Exits, extinguishers & eye-wash clear
- ☐ Forklift inspections logged
- ☐ Spills & hazards addressed
- ☐ SQF / FDA sanitation standards met



Labor & Performance

- ☐ Shift staffed to forecast volume
- ☐ Units-per-hour tracked by task
- ☐ Dock & order status reviewed
- ☐ Open issues escalated & logged

Run a tighter
warehouse.

SQF CERTIFIED

SYNAPSE WMS

CALL

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