

Warehouse Efficiency Checklist

A 30-point audit checklist for layout, picking, and stock accuracy — Boni Belete

Layout & Space

- Fast-moving SKUs are stored closest to the packing/shipping area
- Aisles are wide enough for equipment and foot traffic to pass safely
- Slotting is reviewed at least quarterly against actual pick frequency
- Bulk storage and pick-face storage are clearly separated
- Hazardous or fragile items are stored per proper safety zoning
- Signage and location labeling is legible and consistently formatted

Picking & Fulfillment

- Pick paths are optimized to minimize backtracking
- Pick lists are batched where order volume allows it
- Barcode or RFID scanning is used at each pick point
- Pickers are measured on both speed and accuracy, not speed alone
- A clear process exists for handling picking errors and short-picks
- Packing stations are stocked and positioned to avoid walking for materials

Inventory Accuracy

- Cycle counts are performed on a regular, documented schedule
- Inventory system is reconciled against physical counts monthly
- Discrepancies are investigated and root-caused, not just corrected
- Reorder points are reviewed against actual lead time and demand data
- Damaged or expired stock is flagged and removed promptly
- Received inventory is checked against purchase orders before putaway

Receiving & Putaway

- Dock scheduling reduces truck wait time and congestion
- Received goods are inspected for damage before putaway
- Putaway happens same-day wherever possible
- Cross-docking is used for high-velocity items where feasible

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- Receiving staff are trained on the WMS or inventory system in use
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People & Process

- Standard operating procedures are documented and accessible
 - New warehouse staff go through structured onboarding, not just shadowing
 - Supervisors track productivity metrics per shift, not just per day
 - Safety incidents are logged and reviewed for patterns
 - Equipment (forklifts, scanners, etc.) is maintained on a set schedule
 - Staff have a clear channel to flag process problems upward
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Technology & Data

- A WMS or inventory system is in active, consistent use
 - Real-time inventory visibility exists across all storage locations
 - Reporting exists on fill rate, pick accuracy, and cycle time
 - System data is used to inform slotting and staffing decisions
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This checklist is a starting audit, not an exhaustive standard — every warehouse has constraints specific to its layout, volume, and product type. For a full walkthrough and prioritized action plan, see [Supply Chain & Logistics Consulting at bonibetele.example](#).