

FREE CHECKLIST · OPERATIONS SERIES · 2026 EDITION

# Warehouse Audit Checklist

50 points to run your own warehouse health check. Same checklist used in real ops audits.

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# How to Use This Checklist

Print this. Walk your warehouse floor. Tick each box honestly. Any category where you score below 60% is where your ops attention needs to go first.

For a professional audit including numeric benchmarks and a prioritised improvement plan, book a discovery call at [hariadvisory.com](https://hariadvisory.com).

## Category A: Infrastructure & Layout

- ■ Floor is clean, dry, and clearly marked with lanes
- ■ Racking is stable, labelled, and matches system-defined bin locations
- ■ Aisles allow simultaneous two-way traffic without collision risk
- ■ Dock area is separate from picking and staging zones
- ■ Fire exits are clearly marked and unobstructed
- ■ Emergency lighting works during power cuts
- ■ Ventilation is adequate; temperature meets category needs
- ■ Ergonomics: pickers are not stretching, squatting, or lifting unsafely
- ■ CCTV covers dock, picking floor, dispatch, and rider handover
- ■ Fire extinguishers present, serviced, and accessible

## Category B: Inbound Operations

- ■ GRN process documented and consistently followed
- ■ Vendor deliveries scheduled to avoid dock congestion
- ■ Every shipment is quality-checked before receipt confirmation
- ■ Damaged or short-received goods have clear write-off SOP
- ■ Put-away happens within defined dock-to-stock window
- ■ Cross-docking is used for high-velocity direct-to-picking flows
- ■ Vendor performance is tracked (OTIF, damage rate, short-supply rate)

## Category C: Storage & Slotting

- ■ A/B/C velocity classification is documented and reviewed monthly
- ■ A-class SKUs are in golden zones (eye-level, near dispatch)
- ■ FEFO discipline is enforced for fresh and perishable categories
- ■ Bin locations match system data — no ghost bins
- ■ Storage density is appropriate — not so sparse it wastes space, not so dense it slows picking
- ■ Hazardous or high-value SKUs are in designated secure zones
- ■ Bulk storage is separated from picking bins

## Category D: Picking & Packing

- ■ Pick paths are optimised (not just left-to-right)
- ■ Pickers use scanners or voice picking — not paper
- ■ Pick accuracy is measured and shared with the team
- ■ Packing stations have adequate consumables (boxes, tape, labels)
- ■ Right-sized packaging is used to minimise material and freight
- ■ Batch picking or wave planning is used where it makes sense
- ■ Slow-moving SKUs are audited quarterly and considered for delisting

## Category E: Dispatch & Last-Mile

- ■ Dispatch queue is visible in real time
- ■ Rider handover time is measured and optimised
- ■ Route optimisation is used for multi-drop last-mile
- ■ Failed deliveries have clear re-attempt SOP
- ■ SLA compliance is tracked by route, rider, and category
- ■ Rider incentives are tied to productivity and quality, not just volume

## Category F: People & Culture

- ■ Standard operating procedures are documented and accessible
- ■ New hires go through structured induction and training
- ■ Team leads have clear KPIs and daily huddle discipline
- ■ Attrition is tracked monthly and root-caused
- ■ Grievance mechanism exists and is used

## Category G: Systems & Data

- ■ WMS is used for every transaction — no side-channel Excel
- ■ Master data is clean (no duplicate SKUs, no orphan bins)
- ■ Reports are automated, not manually pulled every morning
- ■ Data is used for daily decisions, not just monthly review

## Scoring

Total ticked boxes ÷ 50 = your warehouse maturity score.

- **Above 85%:** World-class operation. Focus on optimisation.
- **70-85%:** Solid operation with clear improvement areas.
- **50-70%:** Meaningful gaps. Prioritise the lowest categories.
- **Below 50%:** Operational risk. Consider a formal audit.

## Next Steps

If you scored below 70% and want a structured improvement plan, book a free discovery call at [hariadvisory.com](https://hariadvisory.com). In 30 minutes we can identify your top 3 priorities.

READY TO GO FURTHER?

# Book a Free Discovery Call

A 30-minute session to discuss your operations, AI adoption plans, or team training needs. No obligation. No sales pitch. Just useful conversation.

**EMAIL** [consult@hariadvisory.com](mailto:consult@hariadvisory.com)

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