

# Warehouse Operations

## CHECK SHEET

RECEIVING		
yes	no	Are warehouse operating procedures current and on file?
yes	no	Are receiving documents available at time shipment is received?
yes	no	Are they adequate for complete identification of material in the shipment?
yes	no	If not, is the fact reported so corrective action may be taken?
yes	no	Are items checked for description, quantity and condition at the arrival of shipment & <u>before</u> accepting the bill of lading and completing the receiving report?
yes	no	Are receiving reports being processed properly?
yes	no	Is management informed of any abnormal backlogs of unprocessed receiving reports?
<b>Actions to take:</b>		
PRODUCT/ INVENTORY/ORDERS		
yes	no	Are spot checks conducted to determine the location of the material as reflected on the stock records?
yes	no	Are the stock records reflecting shelf-life information retained in a follow-up file?
yes	no	Are the inspectors notified when shelf-life items are scheduled for reinspection?
yes	no	Are periodic inventories being made?
yes	no	Are periodic spot checks conducted to verify the quantity and condition of material indicated on the stock records?
yes	no	Is the proper procedure being used when discrepancies exist?
yes	no	Is material in storage reviewed periodically to determine the necessity for reprocessing?
yes	no	Are orders received in sufficient detail to readily identify the material that is to be withdrawn?
yes	no	Are orders being handled promptly by the picker?
yes	no	Does a backlog of orders exist? If so, is management informed of the fact?
<b>Actions to take:</b>		
SHIPPING		
yes	no	Is any action taken to reconcile a shipment with the order?
yes	no	Are outbound shipments properly manifested?
yes	no	Are carriers promptly billed at the completion of loading?
yes	no	Are carrier tariffs being observed?
		What percentage of orders meets the promised delivery date?
<b>Actions to take:</b>		

STORING		
yes	no	Are storage methods best suited to the characteristics of the storage areas?
yes	no	Does the storage plan permit flexibility of operations and provide for adequate small-lot storage space?
yes	no	Are stored materials adequately and accurately marked for proper identification and easily located through use of the locator file?
yes	no	Are materials of similar categories grouped together as much as practicable?
yes	no	Are hazardous and flammable materials stored separately?
yes	no	Are materials stacked correctly to ensure the greatest safety to personnel, protection of material and accessibility?
yes	no	Are all materials that are not palletized raised off the floor by use of dunnage?
yes	no	Is stacking to maximum height permitted by equipment and storage layout?
yes	no	Are open or damaged cases of cartons removed from stacks and repacked?
yes	no	Are packing, crating and other preparations for shipment adequate?
yes	no	Are they excessive?
yes	no	Are items generally properly packaged and processed prior to receipt?
yes	no	Is an adequate inspection made of the condition of incoming items?
yes	no	Are adequate and proper steps taken to care and preserve storage items?
<b>Actions to take:</b>		

MATERIAL HANDLING EQUIPMENT (MHE)		
yes	no	Is MHE utilized to the maximum?
yes	no	Is MHE adequate for a balanced operation?
yes	no	Is inadequate maintenance of equipment interfering with operations?
yes	no	Could operations be made more efficient by exchanging one type and size of equipment for another?
yes	no	Is MHE centrally controlled and properly distributed for maximum utilization?
yes	no	Is an adequate checkout system in operation governing use of MHE?
yes	no	Is available MHE the proper size and type for efficient handling of items in storage?
yes	no	Are additional or different types of equipment needed? If so, have specific requirements been reported?
yes	no	Are items on MHE properly reported as to "idle" and "out-of-service" time based on actual working days a month and actual tonnage handled?
yes	no	Is all equipment maintained in good operating condition?
yes	no	Are routine adjustments and minor repairs made promptly?
yes	no	Are preventative maintenance inspections and lubrication made on each MHE item?
yes	no	Are operators instructed in the necessity of preventive maintenance?
yes	no	Is MHE being misused or abused?
yes	no	Are thorough periodic checkups made of all motorized equipment?
Yes	No	Has any equipment been out of operation for an abnormal period of time awaiting parts?
yes	no	Are such cases reported?
yes	no	Are MHE records maintained so information is readily available to meet inventory and accounting requirements?
yes	no	Have any MHE items been improvised locally which would prove advantageous at other storage facilities? If so, has a detailed report been submitted?
<b>Actions to take:</b>		

WAREHOUSE LAYOUT		
yes	no	Is a diagrammatic plan of the warehouse layout available and in use?
yes	no	Is it used to preplan storage space?
yes	no	Are closed and open storage areas designated on the plan and clearly marked?
yes	no	Are bay areas broken down into sufficiently small areas so that material can be located readily?
yes	no	Is maximum storage space being utilized considering type of commodities, cube, floor load capacity, aisle space and accessibility?
yes	no	Is space used for non-storage activities kept to a minimum?
yes	no	Is aisle accessibility for inspection and withdrawals being carried to an extreme?
yes	no	Is repeated rewarehousing necessary due to excessive honeycombing?
yes	no	Are pallet racks used where practical to obtain maximum cube and facilitate withdrawals?
yes	no	Are sufficient pallets on hand?
yes	no	Are they of proper type and size?
yes	no	Are excess pallets reported as available for use elsewhere?
yes	no	Are receiving and shipping bays located and sized so that loading and unloading, "in and out checking," and moving materials can be done efficiently?
<b>Actions to take:</b>		
WAREHOUSING		
yes	no	Are major alterations to increase the efficiency of the warehouse operation recommended?
yes	no	Is receiving properly notified in advance of all inbound shipments?
yes	no	Is the storage space utilization preplanned from this advance information?
yes	no	Are proper and efficient materials handling methods used?
yes	no	Is rehandling of material excessive?
		What mayor rewarehousing is needed, if any?
yes	no	Is repeated rewarehousing necessary for inspection and sales purposes?
yes	no	Are rewarehousing operations excessive?
yes	no	Are bin stocks adequately processed for storage?
yes	no	Is there adequate material on hand for packaging and processing?
yes	no	Are outshipments properly packaged, marked, loaded, etc.?
		What major rewarehousing projects are in progress?
<b>Actions to take:</b>		

HOUSEKEEPING		
yes	no	Are structures and grounds properly maintained? By whom?
yes	no	Are periodic inspections made of the storage facility to determine any major repairs or construction needed to protect the real property from abnormal depreciation?
yes	no	Are reports made to management of any overtaxing of existing facilities that may require additional construction, repairs or possible change in operating procedure?
yes	no	Are floors swept, stacks even, outside grounds policed and general maintenance performed?
yes	no	Are metal trash receptacles provided?
yes	no	Are they emptied at night?
yes	no	Are toilets, washrooms and locker rooms maintained in a neat and sanitary condition?
<b>Actions to take:</b>		

ACCIDENT PREVENTION		
yes	no	Are all accidents fully investigated, analyzed and reported promptly and accurately?
yes	no	Are causes of accidents corrected immediately?
yes	no	Are first aid facilities adequately provided?
yes	no	Are trained first-aid personnel available at the facility?
<b>Actions to take:</b>		

GUARD SERVICE		
yes	no	Is guard service adequate for proper protection of real and personal property?
yes	no	Does your contract alarm service provide responsive protection?
yes	no	Have you tested their alarm service yourself?
<b>Actions to take:</b>		

FIRE PROTECTION		
yes	no	Is all fire fighting equipment conspicuously marked and readily accessible?
yes	no	Are fire extinguishers, sprinkler systems and other protective equipment inspected periodically and a record kept of the inspection dates?
yes	no	Have personnel been instructed about the location and use of available equipment as well as the method of notifying the local fire department when necessary?
yes	no	Are scheduled inspections of the premises made to eliminate fire hazards and enforce precautionary measures?
yes	no	Is the proper type of fire protection available?
<b>Actions to take:</b>		

SAFETY		
yes	no	Is there a safety and accident prevention program in effect?
yes	no	Does management take an active interest and participate in it?
yes	no	Are combustible and flammable materials segregated from other materials?
yes	no	Are supervisory personnel safety conscious and do they understand safety and accident prevention methods?
yes	no	What is the attitude of employees to safety enforcement?
yes	no	Is there a job training program in effect?
yes	no	If so, are employees instructed in the use of safety methods on their particular jobs and what they are to do in an emergency?
yes	no	Are "no smoking," "no trespassing" and other safety signs adequately displayed?
yes	no	Are safety devices provided and do personnel use protective clothing?
yes	no	Have safety guards or other safety devices been removed or rendered ineffective?
yes	no	Are proper safety measures taken when operating all materials handling equipment?
yes	no	Are preventive maintenance operations effective?
yes	no	Are safety methods strictly enforced in handling and storing materials and in housekeeping practices?
yes	no	Are special safety measures used in the care and handling of all hazardous materials?
<b>Actions to take:</b>		

PERSONNEL		
yes	no	Are personnel qualified to perform their assigned functions?
yes	no	Have administrative personnel received training in correct preparation of forms, reports and other clerical duties?
yes	no	Are there any labor and/or management problems?
yes	no	Is there an accurate timekeeping record of labor hours?
yes	no	Are time and attendance records accurate and properly maintained?
yes	no	Has the use of sick and annual leave been explained to employees?
too many	too few	Are there too many or too few employees in relation to the average warehousing operational workload?
yes	no	Are seasonal workloads a factor?
high	low	Is employee morale high? Low? Give the reasons.
<b>Actions to take:</b>		

SUPERVISION		
yes	no	Do supervisors properly plan and schedule work?
yes	no	Are daily conferences held with key operating personnel to discuss warehouse problems and overall planning of warehousing activities?
yes	no	Are weekly conferences held with key operating personnel to discuss warehousing problems and overall planning of warehousing activities?
yes	no	Is warehouse labor used to the best advantage?
yes	no	Are crews balanced?
yes	no	Are warehouse supervisors, checkers, materials handling equipment operators and other personnel adequately trained for their particular job? .
yes	no	Are periodic checks made by supervisory personnel to see if there is idling or lagging on the job?
<b>Actions to take:</b>		