

FREE BUSINESS RESOURCE

Warehouse Workflow Checklist

A practical control checklist from receiving and put-away to picking, dispatch and stock reconciliation.

Use this checklist to map the movement of stock from arrival to dispatch and reconciliation. Assign responsibility for each stage and record where exceptions are handled.

Business / site 	Workflow owner
Products or stock type 	Review date

01 Receiving

Confirm delivery reference, supplier, quantities, condition and any exception before stock is accepted.

- | | |
|---|--|
| ☐ Delivery or purchase-order reference is recorded | ☐ Expected and received quantities are compared |
| ☐ Damage, shortage or over-delivery is recorded | ☐ Receiving user and time are captured |

02 Inspection and quarantine

Separate stock that cannot become available immediately.

- | | |
|--|---|
| ☐ Inspection requirements are defined | ☐ Damaged or uncertain stock is quarantined |
| ☐ Reason and owner are recorded | ☐ Release, return or disposal decision is controlled |

03 Put-away

Move accepted stock to a known location and confirm the movement.

- | | |
|--|--|
| ☐ Destination location is valid | ☐ Item and quantity are scanned or checked |
| ☐ Put-away is confirmed in the system | ☐ Temporary and overflow locations are controlled |

04 Available and reserved stock

Keep on-hand, available, allocated and quarantined quantities clear.

- | | |
|--|--|
| ☐ Available stock excludes quarantine | ☐ Reservations cannot silently exceed on-hand stock |
| ☐ Location stock is visible | ☐ Negative stock is prevented or flagged |

05

Order allocation

Confirm the order, stock availability and priority before releasing work.

- | | |
|---|--|
| ☐ Order status and required date are clear | ☐ Allocated quantity is recorded |
| ☐ Shortages are visible before picking | ☐ Already picked or packed orders are protected |

06

Picking

Direct the picker to the correct item, location and quantity.

- | | |
|--|--|
| ☐ Pick list identifies location and SKU | ☐ Actual quantity is confirmed |
| ☐ Substitutions or short picks are controlled | ☐ Picked user, date and time are recorded |

07

Packing and dispatch

Check that only completed picks are packed and dispatched.

- | | |
|---|--|
| ☐ Packing is blocked until picking is complete | ☐ Packed quantity is checked |
| ☐ Dispatch reference is recorded | ☐ Customer paperwork or labels are produced |

08

Counts and reconciliation

Use counts and discrepancies to keep system stock accurate.

- | | |
|---|---|
| ☐ Count scope and expected quantity are captured | ☐ Variance is reviewed before adjustment |
| ☐ Root cause and corrective action are recorded | ☐ Adjustment history remains auditable |

Workflow gaps, owners and actions
