ACME COMPANY

WAREHOUSE RECEIVING PROCESS CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

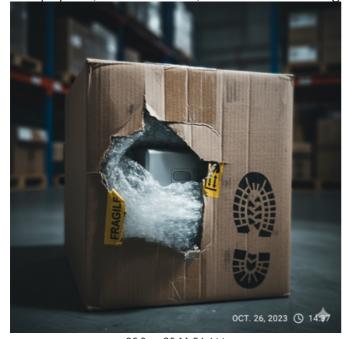
FRIDAY 5TH SEPTEMBER 2025

SUMMARY

The warehouse receiving area is adhering to most of the process steps. However, the workers need to be trained better in inspecting incoming goods for damage. Additionally, the warehouse should be checked regularly for safety issues.

Doc	cumentation	
Q#	QUESTION	RESPONSE
1.	Are warehouse operation procedures documented and updated whenever a new task arises?	YES
2.	Are receiving documents prepared before the shipment arrives?	YES
3.	Is the shipment's quantity, condition, and description checked before marking it as complete on the receiving report?	YES
4.	Is the warehouse manager informed if there are any irregular report backlogs?	YES

Re	eceiving/inspection	
Q	# QUESTION	RESPONSE
5.	Are key shipment details such as material, description, purchase order number, and quantity of the items received checked?	NO
6.	Are the shipment's dimensions verified for accuracy by cross-checking against the indicated specifications?	YES
7.	Are fragile or biohazard markings on the shipment checked?	YES
8.	Is the shipment inspected for potential shipping damages, including physical, contamination, or infestation damages?	NO



05 Sep 25 11:06 AM

05 SEP 25

ACME COMPANY

WAREHOUSE RECEIVING PROCESS CHECKLIST

If the product is in good condition, is it forwarded to the unloading YES section?

Unloading

9.

Q#	QUESTION	RESPONSE
----	----------	----------

10. Are warehouse vehicles stabilized and turned off before loading YES and unloading inventory?

11. Is appropriate lighting utilized in loading areas?



05 Sep 25 11:03 AM

12.	Are loading areas kept hazard-free, and are necessary loading and	YES
	unloading zone signs placed to prevent accidents?	
13.	Are loading area pathways kept free of traffic, with designated	NO
	one-way paths for forklift traffic?	

Inventory

Q#	QUESTION	RESPONSE
14.	Are the number of products in each shipment verified for accuracy?	YES
15.	Are spot checks performed to determine whether inventory is properly slotted in its designated area?	YES
16.	Do the stock records reflect inventory shelf-life information?	YES
17.	Are weekly spot checks conducted to verify product condition and quantity?	YES

COMMENTS & ACTION PLAN

(AC10058) Are key shipment details such as material, description, purchase order number, DUE DATE	08 Sep 25
and quantity of the items received checked?	Jennifer Hunt

INDINGS	Ν	0
---------	---	---

ACTION REQUIRED Key shipment details weren't checked. Implement a process requiring a cross-reference check of the PO and packing slip against the received goods.

Powered By:

GoAudits

MILLSTONE AVENUE -**RUTHERFORD**

ACME COMPANY WARFHOUSE RECEIVING PROCESS **CHECKLIST**

05 SEP 25

Receiving/Inspection >> Receiving/Inspection

PRIORITY

High

(AC10059) Is the shipment inspected for potential shipping damages, including physical, DUE DATE contamination, or infestation damages?

ASSIGNEE

06 Sep 25 Jennifer Hunt

FINDINGS

Unloading >> Unloading

ACTION REQUIRED Damaged shipments weren't noted. Train staff to perform thorough inspections and documentation..

PRIORITY

Hiah

(AC10060) Is appropriate lighting utilized in loading areas?

DUE DATE ASSIGNEE 06 Sep 25 Jennifer Hunt

FINDINGS

'No'

ACTION REQUIRED

Loading area lighting is inadequate. Need additional lighting fixtures to be installed to improve visibility and safety during inspections.

Unloading >> Unloading

(AC10061) Are loading area pathways kept free of traffic, with designated one-way paths for DUE DATE

forklift traffic?

FINDINGS

'No'

Pathways are congested. Clearly mark one-way forklift paths and ACTION REQUIRED ensure all staff and equipment stay within designated zones to improve

traffic flow and safety.

PRIORITY ASSIGNEE Medium 08 Sep 25

Jennifer Hunt

DECLARATION

AUDITOR'S LOCATION

Auditor (Jennifer Hunt)