

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.

Documentation

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

Receiving/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



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

Unloading

Q#	QUESTION	RESPONSE
10.	Are warehouse vehicles stabilized and turned off before loading and unloading inventory?	YES
11.	Is appropriate lighting utilized in loading areas?	NO



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

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

Receiving/Inspection >> Receiving/Inspection

(AC10058) Are key shipment details such as material, description, purchase order number, and quantity of the items received checked?

FINDINGS 'No'**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.

PRIORITY	Medium
DUE DATE	08 Sep 25
ASSIGNEE	Jennifer Hunt

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Receiving/Inspection >> Receiving/Inspection		PRIORITY	High
(AC10059) Is the shipment inspected for potential shipping damages, including physical, contamination, or infestation damages?		DUE DATE	06 Sep 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Damaged shipments weren't noted. Train staff to perform thorough inspections and documentation..		

Unloading >> Unloading		PRIORITY	High
(AC10060) Is appropriate lighting utilized in loading areas?		DUE DATE	06 Sep 25
		ASSIGNEE	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		PRIORITY	Medium
(AC10061) Are loading area pathways kept free of traffic, with designated one-way paths for forklift traffic?		DUE DATE	08 Sep 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No'		
ACTION REQUIRED	Pathways are congested. Clearly mark one-way forklift paths and ensure all staff and equipment stay within designated zones to improve traffic flow and safety.		

DECLARATION

	AUDITOR'S LOCATION
Auditor (Jennifer Hunt)	