

CHECKLIST | FREE RESOURCE

Warehouse Inventory Accuracy Checklist

Who it is for	Warehouse and operations managers in distribution and logistics
What you will get	Find where stock records and shelves drift apart, from receiving to counting.
Time needed	About 25 minutes, ideally walking the floor

Inventory counts rarely go wrong at one moment. They drift, a little at a time, at every handoff. Walk the warehouse with this checklist and tick what you actually see, not what the procedure says should happen.

Receiving

- ☐ Every receipt is checked against the purchase order or advance shipping notice.
- ☐ Damaged and short items are noted at the dock, with photos.
- ☐ Items are given a location at putaway, and the location is recorded the same day.
- ☐ Receiving is entered in the system as it happens, not later from paper.

Storage

- ☐ Every location has a clear label, such as aisle, rack, shelf and bin.
- ☐ Each item has one main location, and any overflow locations are recorded.
- ☐ Similar-looking items are stored apart.
- ☐ Damaged, quarantined and on-hold stock has its own marked area.

Picking and shipping

- ☐ Pickers confirm the item and quantity by scan or a second check.
- ☐ Short picks are reported, not skipped silently.
- ☐ Shipments are checked before the truck leaves.
- ☐ Returns are received, inspected and put away through the same steps as new stock.

Counting

- ☐ High-value and fast-moving items are counted more often than slow ones.
- ☐ Counts are done by someone other than the person who picks that item.
- ☐ Differences above an agreed limit are investigated before the count is adjusted.
- ☐ Every adjustment has a reason and a name.
- ☐ Count results are reviewed monthly for patterns.

Records

- ☐ Every stock movement records who, what, from where, to where and when.
- ☐ Inventory in the system is compared with the accounting records at month-end.

How to read your score

Count your ticks and find your range.

0 to 7 ticks	Start at the dock. Most accuracy problems begin with receiving and putaway.
8 to 14 ticks	Your basics are in place. Focus on the area with the most unticked items.
15 to 19 ticks	Your process is disciplined. Look at which checks can be built into your system so they do not rely on people remembering.

Next step

Need help putting this into practice? Talk to NEXORA about connecting your warehouse, carrier and accounting systems.

Talk to NEXORA: growth@nexorayyc.io | nexorayyc.io/contact

Prepared by NEXORA TECHNOLOGIES Corp., Calgary, Alberta. Free to use and share inside your own business. This is general guidance, not legal, financial or professional advice.