Warehouse Assessment Checklist

Ospreys Global | ospreysglobal.com | hr@ospreysglobal.com

- [ ] Total floor area, ceiling height and storage types.
- [ ] Receiving and dispatch zones: number of docks and typical daily volumes.
- [ ] Storage layout: racking, bulk, bins; location naming.
- [ ] Pick, pack and staging areas and how orders flow between them.
- [ ] Material handling equipment in use.
- [ ] How stock locations are recorded and verified.
- [ ] Cycle counting frequency and method.
- [ ] Common causes of errors, delays or damage.
- [ ] Safety, fire and access requirements to be confirmed by qualified professionals.
- [ ] Points where scanning or data capture could be added.
- [ ] Seasonal peaks and growth expectations.

General template for planning purposes only. It is not legal, regulatory, engineering or financial advice.