ClearPath Consulting

10-MINUTE WAREHOUSE WALKAROUND

Take 10 minutes. Walk your warehouse. What do you notice?

Forget the reports for a moment. Walk the operation and look at what is actually happening. Mark each observation, then choose the three things worth looking at first.

STATUS: G = Looks Good A = Needs Attention I = Investigate

1 | SAFETY & HOUSEKEEPING

	G	A	I
Are walkways, aisles and work areas clear?	☐	☐	☐
Are stock, pallets and equipment stored safely and tidily?	☐	☐	☐
Are there obvious damaged, obstructed or unsafe areas?	☐	☐	☐

2 | STOCK & INVENTORY

	G	A	I
Is stock where it should be and easy to find?	☐	☐	☐
Are damaged, unidentified or quarantined items building up?	☐	☐	☐
Is excess or slow-moving stock taking up useful space?	☐	☐	☐

3 | LAYOUT & FLOW

	G	A	I
Are people or trucks travelling further than necessary?	☐	☐	☐
Can you see congestion, waiting or unnecessary double-handling?	☐	☐	☐
Does stock flow logically from receipt through to dispatch?	☐	☐	☐

4 | PICKING, PACKING & DISPATCH

	G	A	I
Are people spending time searching for stock or locations?	☐	☐	☐
Is work building up between picking, packing or dispatch?	☐	☐	☐
Can you see avoidable errors, rework or repeated handling?	☐	☐	☐

5 | PEOPLE & PROCESS

	G	A	I
Does everyone know today's priorities?	☐	☐	☐
Are the same tasks being done differently by different people?	☐	☐	☐
Can you see workarounds, waiting or processes that make you ask, “Why do we do it that way?”	☐	☐	☐

WHAT STOOD OUT? THE 3 THINGS I'D LOOK AT FIRST

1. _____

2. _____

3. _____

DON'T JUST SPOT IT. UNDERSTAND IT.
One observation may be a symptom. Repeated observations can show where to start asking better questions.

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