

Date: _____

IMDAD LOGISTICS

Time: _____

Warehousing Gap Analysis Sheet TC3

Company: _____ Page1/5

Location of Audited Unit: _____

This is an additional Checklist where Common Errors are listed. It should complete but not substitute the Key Activity General Test of Control TC1

Error Type	X = non-existent ✓ = existent	Remarks & Rating
Receiving		
Labeling efficiency. Are products labeled by supplier/barcode		
Wrong labeling/		
Wrong expiry date		
Wrong pack key		
Wrong quantity		
Wrong item		
Receiving items full palates without taken in consideration the location capacity		
Receiving mixed stock		
Planning with Supplier/lead time		
Shipper/supplier information (company name, tel. number)		
Purchase order number		
Pallet labels and quantity		
Case labels and quantity		
Product number and description		
Package count		
Part/unit labels or markings (each item in the case should have)		
Receiving locations designated for tracking product.		
Organized use of dock, receiving and staging spaces for putaway		
Sufficient space when and where bottlenecks occur.		
Delivery capacity. Do you have enough bays/doors?		
Dock door levelers.		
Availability of conveyors (if your automation system requires)		
Availability of pallets for receipts and the material handling		
Suppliers:		
Using the loading bays for entrance		
No respect for the turn		
Reject deliveries without permission		
Accept stock as personal use		

Date: _____

IMDAD LOGISTICS

Time: _____

Warehousing Gap Analysis Sheet TC3

Staff training			
No training taking place for staff			
No briefings done for the trainee			
Communications			
Missing communication with the others supervisors about vacations, stock management and paper work management			
Missing communication with the costumers			
Additional Notes on Back		Audited By:	Reviewed By: Reported By:
Company:		Continued Page 2/5	
Location of Audited Unit:			
Error Type	X = non-existent ✓ = existent	Remarks & Rating	
Putaway			
delay in putaway/same day/Receipt to putaway time			
Wrong quantity			
Wrong location (food, non food, fridge stock)			
Wrong location scanning			
Housekeeping			
Mixed stock			
Stock without pallets			
Small stock in big location			
Shrink wrap in the pallets			
Empty boxes in location			
Staging Yard & Floor used for storage, indicating understaffing, receiving & equipment or space issues			
Lack of procedure			
Using the hand pallets truck as ladder or as way of transportation			
Using the stacker as ladder without pallet			
No respects for the safety conditions			
Picking			
Planning? Lead time			
Wrong item			
Wrong quantity			
Ticked not picked			

Date: _____

IMDAD LOGISTICS

Time: _____

Warehousing Gap Analysis Sheet TC3

Lack of procedure			
Using the hand pallets truck as ladder or as way of transportation			
Using the stacker as ladder without pallet			
No respects for the safety conditions			
Damaged stock mixed with the good stock in same location			
Standing in the boxes			
Communications			
Bad communications between staff			
between the staff and supervisor			
Additional Notes on Back		Audited By:	Reviewed By: Reported By:
Company:		Continued Page 3/5	
Location of Audited Unit:			
Error Type	X = non-existent ✓ = existent	Remarks & Rating	
Quality			
Missing stuff (no help from other departments)			
Meeting should be assigned with the entire supervisors to solve this major issue			
Loading			
Staff management			
Productivity of staff			
Work without a direct supervision			
Work without priorities			
Lack of procedure			
Wrong consolidation			
Using the equipments in wrong place and in wrong way			
Communications			
Bad communications between the staff			

Date: _____

IMDAD LOGISTICS

Time: _____

Warehousing Gap Analysis Sheet TC3

Bad communications between the staff and the responsible		
Bad communication with the customers		
Customers		
Problems with the customers (loading, paper work and communication).		
Additional Notes on Back	Audited By:	Reviewed By: Reported By:
Company:		Continued Page 4/5
Location of Audited Unit:		
Error Type	X = non-existent = existent	Remarks & Rating
Administration		
Staff management		
Vacations and breaks (should be communicated with other departments)		
Staff leaving the work on time without notice		
Customers & Suppliers		
Customers and suppliers wait for a long time with no concerns from the employees.		
Office ambiance		
External staff should be available only in Special place		
Staff should work in a quiet ambiance		
Office equipments should be more arranges		
Planning		

Date: _____

IMDAD LOGISTICS

Time: _____

Warehousing Gap Analysis Sheet TC3

Frequency of meetings (Daily, weekly,...)		
Copy of meetings		
Quality of meetings		
Ref, Planning Chart by manager		
Additional Notes on Back	Audited By:	Reviewed By: Reported By:
Company:		Continued Page 5/5
Location of Audited Unit:		
Error Type	X = non-existent ✓ = existent	Remarks & Rating
General points		
AC Room		
The AC Room door is very dusty		
In the winter, the AC Room will be turned off and used as normal storage area.		
Assign a specific staff to work in the fridge		
Reach truck		
A monthly meeting should take place for the rich truck drivers.		
Reach truck drivers are part of operation should be used in others tasks		
Reach truck drivers should work in a high secure way		
Damages		

Date: _____

IMDAD LOGISTICS

Time: _____

Warehousing Gap Analysis Sheet TC3

Most of damages happen because of negligence of staff so actions and briefings should take place to minimize this problem		
Supervisors should respect the damage procedure done by stock team		
All the supervisors and staff should respect the procedures:		
Empty and damaged pallets		
Cleaning equipments		
Reports		
Attendance		
Readable Item Labels		
Readable Location Labels		
Additional Notes on Back	Audited By:	Reviewed By: Reported By: