

Warehouse Stock Location Setup Checklist

By Checklister

☐ **Confirm the approved design**

Do not configure around missing physical approvals.

☐ **Record the layout and change authority**

Record the warehouse/site and controlled layout reference with revision. Check that it is the version authorized for this change.

☐ **Identify the location-change owner**

Name the person coordinating physical labels, inventory records and the cutover. Use native assignees on individual actions.

☐ **Define zones and allowed stock states**

Map receiving, available stock, dispatch and any hold/return zones to the approved layout. State which stock states may use each zone. Rename or remove the starter zone checks below before use.

☐ **Agree the location naming convention**

Record the approved format and one clearly labeled example, such as SITE-ZONE-AISLE-BAY-LEVEL. Use only the parts your warehouse system supports; verify uniqueness and readable characters.

☐ **Agree the location cutover plan**

When existing stock or locations are changing, agree affected locations, movement controls and who records receipts, picks and transfers. Add the control summary here if needed. Leave blank for a new empty area with no live-stock cutover.

☐ **Record the agreed cutover time**

For a live-stock cutover, enter the agreed local date/time and note the site time zone. Leave blank when no cutover window is needed.

☐ **Tailor and verify the stock zones**

Starter examples: rename, remove or add zones to match the approved layout before using this checklist.

☐ **Starter zone check: receiving / staging**

Rename for the actual receiving zone. Verify deliveries can be identified while awaiting putaway; record discrepancies in task notes.

☐ **Starter zone check: held / returned stock**

Keep only when the site has these stock states. Check the approved physical and system restrictions prevent confusion with available stock; do not invent segregation rules.

☐ **Starter zone check: picking / dispatch**

Rename for the actual pick and dispatch zones. Check that the approved route and labels distinguish stock awaiting dispatch from stock still available.

☐ **Create and verify identities**

Use one matching physical and system location register.

☐ **Build the location register**

Link the controlled register containing each location ID, zone, permitted use and system reference. Check duplicates and missing positions; add a separate register row for every location.

☐ **Produce and place readable labels**

Use the approved label format and placement. From the normal safe approach, check the visible ID matches the register and can be read or scanned. Record failed labels in task notes; do not access racking unsafely.

☐ **Create matching system records**

The authorized inventory owner creates the relevant locations and approved stock-state/routing behavior in the actual system. Add the system change/reference here if useful; this checklist does not configure it automatically.

☐ **Map stock to permitted destinations**

For each stock family, compare its destination against the approved storage rules. Record unsuitable or unavailable locations and seek an authorized decision rather than choosing an improvised bin.

☐ **Cut over and reconcile**

Keep stock traceable while locations change.

☐ **Control and record physical stock moves**

When stock is moved, use the approved movement/cutover procedure with source, destination, item, quantity and time. Add the movement record reference here if useful; leave blank if there are no physical moves.

- ☐ **Reconcile opening quantities and location records**

Compare actual stock/labels with system quantities and locations. Record differences or link the reconciliation here when there is opening stock; leave blank for a verified empty new area. Unresolved locations stay restricted.
- ☐ **Verify the location map and exception routes**

Walk the normal authorized route. Match visible location IDs to the map and confirm the actual receiving, held/returned and dispatch routes with the operating team.
- ☐ **Test and hand over**

Prove usability with representative work.

 - ☐ **Test a representative receipt**

Identify a representative item and receipt reference. Verify the operator can identify the correct receiving location and stock state; record the observed result and any discrepancy.
 - ☐ **Test putaway to the assigned location**

For the same representative item, compare the system destination with the physical label. Record the item/location references and whether the normal approved putaway route worked.
 - ☐ **Test retrieval from the assigned location**

Ask an operator to find the same item using the normal picking instruction. Record the item/location reference and actual result; repeat with relevant stock types or routes before acceptance.
 - ☐ **Correct and retest location mismatches**

Resolve unreadable or duplicate labels, wrong records and confusing route instructions. Repeat the affected receipt/putaway/pick test and retain the evidence; keep unready locations restricted.
 - ☐ **Brief staff on the new location setup**

Ask affected staff to locate a normal pick location and an applicable exception/hold location using the new naming scheme. Clarify errors before normal use; record the briefing reference in task notes.
 - ☐ **Record operational acceptance**

Record the responsible owner's acceptance reference after reviewing the location register, reconciliation and route tests. Identify any locations still restricted and the owner/date of remaining actions.