

# CHECKLIST

## Picking Options

### Key Areas are as follows:

- Travel time
- Product Location
- Picking in a planned sequence
- Service Level/Speed of Response needed
- Customer order types

### Travel Times.

If pick 150 pieces per hour and take four extra steps for each piece, then extra travel is 12000 feet (2 miles) per shift.

### Product Location.

ABC Analysis, fast- medium- slow, categorisation is important.

### Planning.

“Supermarket shopping trolley wandering” is to be avoided.

### Service Level.

The aim is to find the balance between, the speed of response needed, and, the type/size of order.

### Customer Order Types.

These vary by industry.

1) For example, Retail stores are characterised by high lines per order, multiple items per line, few returns, and case picking into roll cages for despatch.

Therefore, pick per case off pallets at the pick-face, which is located on an ABC basis, or, located as a mirror image of the layout within the store receiving the goods. Goods are picked into roll cages, with the picker using a P.P.T.

2) For example, Mail order is characterised by low lines per order, single items per line, many returns, single (sales item) picking for parcel despatch.

The high volume products handled are zone picked onto conveyors into a customer carton, which passes through all the zones-or-they are batch picked in bulk, then individually sorted per customer.

The low volume products are held on shelves or in carton live storage. It is multiple order picked (say six cartons a picking trolley, and items picked into each carton), -or- it is batch picked then “pigeon hole” sorted.