

CHECKLIST

Top 20 warehousing aims/ideals

1. Professionalism

Warehousing will be viewed as a critical step in the material flow cycle and not as unavoidable.

2. Customer awareness

Successful warehouse operations will have a high regard for the customer, will know the customer requirements, and will consistently meet these requirements.

3. Measurement

Warehouse standards will be established, performance will be measured against these standards and timely actions will be taken to overcome any deviations.

4. Operations Planning

Systems and procedures will be put into effect that allow the warehouse manager to proactively plan the operations as opposed to reactively responding to external circumstances.

5. Centralisation

The trend will be towards larger, centralised warehouses instead of smaller, decentralised warehouses.

6. Public Warehouses

More intelligent use of public warehouses to handle peaks will be in commonplace.

7. Pace

The reduction of lead times, shorter products lives, and increased inventory turnover will result in an increase in the pace of the warehouse.

8. Variety

Different SKU's and additional special customer requirements will result in an increase in the variety of tasks performed in the warehouse.

9. Flexibility

Due to the increase in warehouse pace and variety, all warehouse systems, equipment and people will be more flexible.

10. Uncertainty

All uncertainty will be minimised; discipline will be increased.

11. Integration

Activities within the warehouse (receiving, storing, picking and delivery) will be

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more integrated and the warehouse will be more integrated within the overall material flow cycle.

12. Inventory Accuracy

Cycle counting will be used to manage inventory accuracy, and accuracy above 95 per cent will be the norm.

13. Space Utilisation

Space will be more efficiently and effectively utilised.

14. Housekeeping

Quality housekeeping will be a priority and a source of employee pride.

15. Order Picking

The critically of order picking will be understood and procedures and layouts will be designed to maximise picking efficiency and effectiveness.

16. Human Resources

Every manager will be dedicated to creating an environment in which every employee is motivated and happy.

17. Team Players

Suppliers, customers, and a wide variety of functions within the warehouse will be integrated into a single service-providing facility.

18. Automation

Advanced technologies will be more easily embraced and economically justified.

19. Automatic Identification

Automatic identification systems will become the norm for data acquisition and transfer.

20. Control Systems

Real time, paperless control systems will be used throughout modern warehouses.