PallasMark

FREE TEMPLATE

Pick and Pack Quality Control Checklist

Pick check, pack check, sampled re-inspection and error log · free to copy and adapt

Order

Order number

Date and time

Picker / packer

Checker (not the original packer)

Lines on order / units on order

1. Pick check

- [ ] Bin or location label scanned before picking
- [ ] Item scanned after picking, not the shelf label
- [ ] Quantity confirmed before moving to the next line
- [ ] No line confirmed before it is physically picked
- [ ] Look-alike SKUs (same product, different size or color) flagged on the pick list

2. Pack check (every order)

- [ ] Order barcode scanned before anything goes in the box
- [ ] Each item scanned or checked against the order lines
- [ ] Units counted per line
- [ ] Size and color checked on the item's own label, not the shelf label
- [ ] Inserts, cards and paperwork included
- [ ] Condition checked: no damage, correct labeling
- [ ] Contents recorded in frame before sealing
- [ ] Shipping label matches the order

3. Sampled re-inspection (100% triggers: new packer, new SKU, high-value order, look-alike v

Order	Lines	Units	Errors found	Error type	Checker

4. Error log (types: wrong item, wrong quantity, omitted line, condition; causes: person, meth

Date	Order	SKU expected	SKU shipped	Type	Cause	Fix

How to use this record

Fill in the pick and pack checks as each one happens, not at the end of the shift. The scans prevent errors; the sampled re-inspection measures how well they work. Write down whether you measure order accuracy (orders with no error divided by orders checked) or line accuracy (correct lines divided by lines checked), and keep the same method every week.

Log every error with its type and cause, link the pack record for that order, fix the cause and recheck the SKU. Read the log monthly and fix the most frequent cause first: most mispicks come from slotting and process design, not from one careless person.