OPERATIONS INSIDER

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THE MANAGER'S INTRALOGISTICS QUICK START CHECKLIST

Score one logistics area in thirty minutes, with evidence you can point at.



COUNT THE METRES. THEN REMOVE THEM.

START HERE

How to Use This Check

One area, one walk, the people who move the material. Thirty minutes, twenty-five statements, one number.

01 WALK	02 SCORE	03 ACT
Follow the material from the dock to the point of use with the area leader and one driver or picker. Do not score from a desk.	Score each statement from 0 to 4. Without something you can point at, the score is 2 or lower.	Pick the weakest block and agree one action with an owner and a date before you leave.

The Scoring Scale

POINTS	MEANING
0	Not in place.
1	Happens occasionally, depends on individuals.
2	Partly in place, not consistent across shifts.
3	Mostly in place and visible in the area.
4	Consistently in place, visible, reviewed and improved.

WHY ONE AREA

A plant does not have one logistics level. A warehouse, a supermarket and a dispatch area do. Score the area that causes the most shortages or searching, and repeat the check there every quarter.

Before You Start

- **Area:** choose one warehouse section, one supermarket with its supply routes, or one dispatch area.
- **Evidence:** the layout, the location label, the count log, the board. If it is not in the area or the system, it does not count.
- **Safety:** wear high visibility clothing, stay on walkways and cross only at marked crossings. Never walk into a narrow aisle while a truck is in it.

THE CHECK

01 Material Flow and Layout

NO.	CHECK	SCORE 0 TO 4
01	A from-to matrix of the area exists, built from at least two weeks of real transport data and less than twelve months old.	
02	The main flows are drawn on the current layout, and the three largest flows by transport intensity are named.	
03	Receiving, storage, picking, staging and shipping zones are marked on the floor and match the layout drawing.	
04	Material moves through the area in one direction. Every backtracking or crossing flow is listed with an action.	
05	Every staging area has a marked capacity, and at the time of the walk nothing stands outside a marked location.	

02 Storage and Slotting

NO.	CHECK	SCORE 0 TO 4
06	Every location has a unique, readable label that matches the location master in the system.	
07	The storage concept of each zone (block, shelf, pallet rack, flow rack, automated) is written down with the reason it fits.	
08	The fastest moving parts sit closest to the pick and dispatch point, at a height between knee and shoulder.	
09	Utilisation per zone is measured at least monthly and stays below the agreed limit, for example 85 percent of locations.	
10	Slotting is reviewed every quarter from current access data, and relocations are planned, not made on the spot.	

THE CHECK

03 Picking and Line Supply

NO.	CHECK	SCORE 0 TO 4
11	The picking method of each order type is written down and was chosen from data: lines per order, volume, item size.	
12	Picks per hour and picking errors are measured per area every week and shown on the board.	
13	Every pick is confirmed by scan, light or voice at the location, not from memory at the end of the order.	
14	Each part group has a fixed line supply concept (Kanban, kitting or sequence) with a defined reach at the point of use.	
15	Kits and sequenced deliveries are checked complete before they leave, and every shortage is logged with its cause.	

04 Internal Transport and Safety

NO.	CHECK	SCORE 0 TO 4
16	Every recurring transport task is assigned to one means of transport, with a written reason for the choice.	
17	Fleet size is calculated from trips, cycle time and a utilisation target, and recalculated when volume changes by more than 10 percent.	
18	Walkways and vehicle routes are separated or clearly marked, and crossings are few, visible and controlled.	
19	Speed limits per vehicle type are posted and checked, and blind corners have mirrors, lights or warning signals.	
20	Every driver holds a current authorisation for the vehicle used, and pre-use checks are recorded every shift.	

THE CHECK

05 Data, Inventory and Performance

NO.	CHECK	SCORE 0 TO 4
21	Every stock movement is booked by scan at the moment it happens, not collected and entered at the end of the shift.	
22	Inventory accuracy per location is measured by cycle counting and meets the target, for example 99 percent.	
23	Dock to stock time and order lead time are measured and reviewed every week against a target.	
24	Picks per hour, inventory accuracy, dock to stock time, space utilisation and transport cost per unit are reviewed weekly with the team.	
25	Layout and automation decisions are made with a written business case that covers payback, risk and flexibility.	

Your Result

BLOCK	POINTS	OUT OF
01 Material Flow and Layout		20
02 Storage and Slotting		20
03 Picking and Line Supply		20
04 Internal Transport and Safety		20
05 Data, Inventory and Performance		20
TOTAL		100

YOUR RESULT

Read the Number

The total tells you where the area stands. The weakest block tells you where to start.

TOTAL	WHAT IT MEANS	WHAT TO DO FIRST
0 to 39	Reactive. Material is searched for, moved twice and delivered when someone calls.	Label every location. Count trips and distances for two weeks. Separate people and vehicles.
40 to 59	Organised. Zones and locations exist, but performance is not measured.	Measure picks per hour, errors and accuracy weekly. Slot the fastest movers first.
60 to 79	Measured. Flows, picking and inventory are measured and steered.	Fix the largest flow in the layout. Size the fleet. Move to cycle counting with causes.
80 to 100	Designed. Flows, storage and transport follow data and decisions.	Hold the level. Build the business case for the next step and transfer the standard.

Your Three Priorities

NO.	WHAT TO IMPROVE	FIRST ACTION	OWNER	DUE

THE RULE FOR EVERY ACTION

Owner and date, or it did not happen. Repeat the check in the same area in 90 days and compare the blocks, not the feeling.

What to Do Next

NEXT STEP	WHAT YOU GET
INTRALOGISTICS STARTER KIT	The guide for your first 30 days in one area, plus the material flow and picking tracker in Excel.
INTRALOGISTICS EXCELLENCE BUNDLE	The full playbook, workshop pack, shop floor forms, the Excel system and a ready-to-use workshop deck.

Both are available at operationsinsider.com.