HIGH-VOLUME

WORKSHEET 3 OF 9

Weekly Slotting-Utilisation Check

A fast visual scan — not a full count — to confirm that the slotting logic is holding. Run during mid-day when goods movement is quietest.

Complementary worksheet for
Warehouse Management Essentials
by Ibrahim Anwar

SECTION 1

What This Is For

A slotting decision made on Monday does not enforce itself on Tuesday. Goods arrive in varying quantities, fast-moving SKUs run low and get restocked in available space rather than designated zones, and slow-moving items end up blocking access to high-priority aisles because someone had nowhere else to put them at 4 PM on a delivery day. Without a weekly scan, slotting drift accumulates silently until picking times have crept back up to where they were before the relayout was done.

This worksheet is a five-to-ten-minute visual walk, not a count. The operator or warehouse manager walks each zone, checks one representative SKU per zone, and records three binary questions: is this SKU in the right zone for its category? Is it at an ergonomic level? Is it blocking anything above it in priority? The scan catches drift early enough to correct with a 30-minute repositioning rather than a two-day relayout.

SECTION 2

Benefits

What you get when you actually run this worksheet on a real situation:

- Catches slotting drift within days of it occurring, when the fix is a single shelf move rather than a zone rearrangement.
- Quantifies the cost of misplaced Fast SKUs in measurable time: extra picker steps per day × daily pick volume × picker cost rate.
- Identifies Non-moving SKUs blocking Fast or Slow zones — the most common cause of picking time creeping back up after a relayout.
- Produces a weekly record showing whether slotting decisions are holding, supporting the quarterly revision with documented trend data.
- Takes less time than a single misrouted pick to complete — the check costs less than the problem it prevents.

SECTION 3

Framework To Use

FSN Zone Compliance Matrix

Three SKU categories, three zone compliance questions. A 'No' in any column for a Fast SKU is an action item, not a note.

Zone Compliance by Category

Category	Correct Zone?	Ergonomic Level (0.5–1.5 m)?	Blocking Higher Priority?
Fast	Must be in front zone, nearest shipping door	Yes — golden zone mandatory	Must not block anything
Slow	Mid-distance zone acceptable	Preferred but not critical	Must not block Fast zone
Non-moving	Furthest zone, highest/lowest shelf levels	Not required	Must not block Fast or Slow

SECTION 4

How To Use

Follow these steps in order. Each one builds on the previous.

1. Schedule the scan for mid-day on a fixed weekday — same day as cycle counting if possible, so one walk covers both tasks.
2. Walk each zone with this sheet. One row per SKU checked — aim for at least two SKUs per zone, choosing one Fast and one Slow or Non-moving where both are present.
3. Fill in Zone and SKU Code first, then the current category from the master slotting list (not from memory).
4. Answer 'Correct Zone per Category?' by checking the master slotting list: does the SKU's assigned zone match its FSN classification?
5. Answer 'At Ergonomic Level?' by measuring against the 0.5–1.5 m range. A Fast SKU stored above shoulder height or below knee height is a 'No' that costs time on every pick.
6. Answer 'Blocking access to higher-priority zone?' by standing where a picker would approach: can they reach the zone behind or above this SKU without moving it first?
7. Any 'No' answer for a Fast SKU is marked for repositioning this week, not this quarter.
8. After three consecutive checks: tabulate which zones and which question produce the most 'No' answers. A zone with a recurring 'No' on the same question needs a structural fix, not a weekly correction.

SECTION 5

Example Use

A building materials distributor completes a slotting relayout in March. By May, picking times are climbing again. The manager runs the weekly scan and finds what happened.

The manager walks Zone A (front zone, fast-moving SKUs). She checks SKU CEM-10 (Portland cement, 40-kg bags), classified Fast, assigned to Zone A, Rack 01, Level 1 (floor level, 0.3 m).

Correct Zone: Yes. Ergonomic Level: No — Level 1 at 0.3 m is below the golden zone for frequent manual handling of 40-kg bags. Blocking: No.

She checks the next SKU: PVC-22 (PVC pipe offcuts, slow-moving), currently sitting in Zone A, Rack 01, Level 2 (0.9 m), directly in front of SKU CEM-10's replenishment access path. Correct Zone: No — PVC-22 is classified Slow, should be in Zone B. Ergonomic Level: Yes. Blocking: Yes — a picker reaching Zone A Level 1 to get CEM-10 has to move around the PVC-22 stack.

Action Required: PVC-22 moved to Zone B this afternoon. CEM-10 gets its Level 1 slot cleared. Net repositioning: 30 minutes.

The manager calculates the cost of leaving it: CEM-10 is picked 14 times per day. Extra 8 steps per pick around the PVC-22 stack = 112 extra steps daily. At a 1.2 m/second walk rate with 60-second handling per pick, that is roughly 1.6 minutes of extra walking per day, or 42 minutes per month per picker. At a picker cost of $4.50/hour, the PVC-22 misplacement cost $6.30/month — resolved with a 30-minute fix.

SECTION 6

The Worksheet

Tear this out, copy it onto a fresh sheet, or fill it in directly.

Weekly Slotting-Utilisation Check

A fast visual scan — not a full count — to confirm that the slotting logic is holding. Run during mid-day when goods movement is quietest.

ZONE	SKU CODE	CURRENT CATEGORY (FAST/SLOW/NON-MOVING)	CORRECT ZONE PER CATEGORY?	AT ERGONOMIC LEVEL? (0.5–1.5 M)	BLOCKING ACCESS TO HIGHER-PRIORITY ZONE?	ACTION REQUIRED

SECTION 6 (CONTINUED)

Reflection Prompts

After filling in the worksheet on the previous page, work through these.

1. Any Fast SKU not in the front zone or not at an ergonomic level: mark for immediate repositioning. This is the highest-value correction available in under two hours.

---

2. Any Non-moving SKU blocking access to a Fast or Slow zone: move it this week, not next quarter. The annual cost of a picker detouring around a non-moving item every day is measurable — estimate it as (extra steps × picks per day × 26 working days × picker cost per minute).

---

3. After three consecutive weekly checks: are the same zones flagging the same issues? A recurring flag on the same zone means the slotting decision for that zone needs to be revisited, not just corrected week by week.

SECTION 7

Tips and Traps

TIPS

- Do the scan yourself for the first four weeks, then hand it to the warehouse manager. The first four weeks calibrate what 'correct zone' and 'ergonomic level' look like in your specific building — judgment that transfers better by example than by instruction.
- Add a photo for any row where the Action Required is non-trivial. A phone photo of the misplaced stack takes ten seconds and removes any ambiguity about what needs moving.
- Track repositioning frequency per zone over time. A zone that needs a repositioning every week is not a people problem — it is a slotting rule that does not work for how that zone receives and ships goods. Revise the rule, not the staff.
- Run this scan the week before a quarterly slotting revision. The scan's findings tell you what has drifted the most and where to focus the revision's first hour.

TRAPS

- Treating the scan as a counting exercise. It is not. The goal is a quick visual compliance check, not an accurate physical inventory. Confusing the two wastes time and produces neither.
- Skipping the scan during high-volume weeks. High-volume weeks are exactly when slotting drifts most. The scan is most valuable in those weeks, not least.
- Marking 'No' in Action Required and moving on without assigning who does the repositioning and by when. A 'No' with no owner is a 'No' that stays a 'No.'
- Using the scan to discover new Fast SKUs without updating the master slotting list. The scan checks compliance against the master list; updating the master list is a separate quarterly task. Keep the two activities distinct.

SECTION 8

Appendixes

Appendix A — Extra-Steps Cost Calculator

```
Use when quantifying the cost of a misplaced Fast SKU to decide whether
same-day repositioning is worth the 30-minute effort.

Formula:
  Daily cost = (extra steps per pick × picks per day × seconds per step)
               / 3600 × picker hourly cost ($)

Inputs:
  extra steps per pick   : count physically (walk the detour)
  picks per day          : from last week's outbound log for that SKU
  seconds per step       : 0.75 s at normal loaded pace
  picker hourly cost ($) : wages + statutory contributions / working hours

Example:
  Extra steps     : 8 steps
  Picks per day   : 14
  Step duration   : 0.75 s
  Picker cost     : $4.50 / hr

  Daily cost = (8 × 14 × 0.75) / 3600 × 4.50
             = 84 / 3600 × 4.50
             = $0.105 per day
  Monthly     = $0.105 × 26 working days = $2.73/month
  Annual      = $32.76 per misplaced Fast SKU

At 10 misplaced Fast SKUs: $327.60 per year in walking time.
One two-day relayout: recoverable in 2–4 months.
```

WHERE THIS WORKSHEET COMES FROM

Warehouse Management Essentials

Control What Enters, What Is Stored, and What Leaves Your Warehouse

by Ibrahim Anwar

This worksheet is one of nine in the *Warehouse Management Essentials* companion worksheet pack. The full pack is grouped into three categories: high-volume worksheets you can run weekly, niche-search worksheets for rare but high-value situations, and specific-case worksheets that walk you through a single concrete scenario.

Every framework, decision filter, and figure used in these worksheets is drawn from the chapters of the source book. The book sets the diagnosis, the worksheets give you the form to act on it.

Available on Google Play Books

play.google.com/store/books

PT Hibrkraft Kreasi Indonesia · Cileungsi, Bogor · hibranwar.com