

FREE LOGISTICS & WAREHOUSING INVENTORY LABELLING AND TRACEABILITY TEMPLATE

Inventory Labelling and Traceability Checklist

Use this 60-point checklist to audit item, lot, serial, date, handling-unit and location labels, barcode or RFID controls, inventory status, receiving, picking, dispatch, returns, relabelling, end-to-end traceability, corrective actions, and final sign-off.

Warehouse / site

Audit date

Zone / product family

Auditor / inventory owner

Internal Logistics & Warehousing template. Apply the required traceability model for each product, approved WMS or ERP controls, barcode or RFID specifications, product and customer requirements, quality or regulatory requirements where applicable, and controlled relabelling and inventory-status procedures.

1. Audit scope, inventory profile, identification rules, traceability model, responsibilities, and open actions

1 **Confirm warehouse or distribution center, storage zones, audit date, shift, inventory families, and inventory-labelling and traceability scope are clearly identified.** **CRITICAL** TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Start by defining what must be traceable for each product family - SKU, lot or batch, serial number, date, pallet or handling-unit ID, ownership, and inventory status.

2 **Identify which inventory requires SKU-only, lot or batch, serial-number, date, pallet or handling-unit, regulatory, customer, or other traceability controls.** **CRITICAL** TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Start by defining what must be traceable for each product family - SKU, lot or batch, serial number, date, pallet or handling-unit ID, ownership, and inventory status.

3 **Identify higher-risk inventory such as regulated goods, short shelf-life products, controlled items, high-value stock, recalled or restricted products, and customer-specific inventory.** **CRITICAL** TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Start by defining what must be traceable for each product family - SKU, lot or batch, serial number, date, pallet or handling-unit ID, ownership, and inventory status.

4 **Review recent label errors, unreadable barcodes, lot mismatches, wrong-item picks, traceability gaps, relabelling events, recalls, customer complaints, and overdue corrective actions.** **CRITICAL** TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Start by defining what must be traceable for each product family - SKU, lot or batch, serial number, date, pallet or handling-unit ID, ownership, and inventory status.

5 **Confirm responsibilities are defined across receiving, inventory control, warehouse operations, quality where applicable, picking, packing, dispatch, returns, and WMS or ERP owners.** **CRITICAL** TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Start by defining what must be traceable for each product family - SKU, lot or batch, serial number, date, pallet or handling-unit ID, ownership, and inventory status.

6 **Record site, audit date, auditor, inventory owner, warehouse owner, quality owner where applicable, critical open issues, and next planned traceability audit date.** TRACE

FINAL STATUS | Enter

INVENTORY OWNER | Enter

WAREHOUSE OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start by defining what must be traceable for each product family - SKU, lot or batch, serial number, date, pallet or handling-unit ID, ownership, and inventory status.

2. SKU, item description, unit of measure, lot or batch, serial number, date, and core label accuracy

7

Verify sampled inventory labels show the correct SKU or item code and product description under the approved inventory process.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Every label should identify the inventory accurately enough for the process that depends on it. Extra fields are only useful when they are correct and controlled.

8

Check unit of measure, pack size, quantity, case or each designation, and handling-unit quantity are correct where those fields are required.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Every label should identify the inventory accurately enough for the process that depends on it. Extra fields are only useful when they are correct and controlled.

9

Verify lot or batch numbers match the physical product, supplier or production information, receiving records, and system inventory where lot control applies.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Every label should identify the inventory accurately enough for the process that depends on it. Extra fields are only useful when they are correct and controlled.

10

Check serial numbers are unique, readable, linked to the correct item, and captured in the system where serial-level traceability applies.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Every label should identify the inventory accurately enough for the process that depends on it. Extra fields are only useful when they are correct and controlled.

11

Verify manufacture, production, packing, receipt, expiry, use-by, best-before, retest, or other relevant dates are accurate and legible where required.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Every label should identify the inventory accurately enough for the process that depends on it. Extra fields are only useful when they are correct and controlled.

12

Escalate wrong SKU, incorrect lot or serial number, conflicting date information, quantity errors, or labels that could cause incorrect storage, picking, release, or traceability.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Every label should identify the inventory accurately enough for the process that depends on it. Extra fields are only useful when they are correct and controlled.

3. Receiving verification, supplier labels, inbound relabelling, ASN or document match, and first traceability capture

13

Compare supplier, manufacturer, carrier, or inbound labels with purchase order, ASN, delivery note, receiving record, and physical product where applicable.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Traceability begins at receiving. A label error accepted at intake can propagate through storage, picking, dispatch, returns, and recall response.

14

Verify receiving captures required item, lot or batch, serial, quantity, date, status, and handling-unit identifiers before inventory is released to normal storage.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Traceability begins at receiving. A label error accepted at intake can propagate through storage, picking, dispatch, returns, and recall response.

15

Check inbound pallets, cases, totes, drums, or other handling units have readable labels positioned so they can be identified during receiving and put-away.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Traceability begins at receiving. A label error accepted at intake can propagate through storage, picking, dispatch, returns, and recall response.

16

Inspect relabelled inbound stock to confirm the replacement label preserves the correct original traceability data and does not obscure required product information.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Traceability begins at receiving. A label error accepted at intake can propagate through storage, picking, dispatch, returns, and recall response.

17

Confirm discrepancies in product identity, quantity, lot, serial, date, or ownership are held from normal put-away until resolved through the approved process.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Traceability begins at receiving. A label error accepted at intake can propagate through storage, picking, dispatch, returns, and recall response.

18

Escalate inbound labels that do not match the product or receiving record, missing required traceability fields, duplicate identifiers, or relabelling that breaks the original traceability chain.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Traceability begins at receiving. A label error accepted at intake can propagate through storage, picking, dispatch, returns, and recall response.

4. Pallet, handling-unit, license-plate, tote, carton, and container labels, uniqueness, and parent-child relationships

19

Verify pallet, handling-unit, license-plate, tote, carton, container, cage, or other logistics-unit identifiers are unique where uniqueness is required by the system.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Handling-unit identifiers should remain unique and linked to the inventory they contain. Reuse or duplication can create invisible system errors even when the printed label looks...

20

Check the physical handling-unit label matches the system record for SKU, lot or batch, quantity, status, and current location where those fields are controlled.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Handling-unit identifiers should remain unique and linked to the inventory they contain. Reuse or duplication can create invisible system errors even when the printed label looks...

21

Verify parent-child relationships between pallet, case, inner pack, tote, serial-numbered item, or other nested units are accurate where aggregation is used.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Handling-unit identifiers should remain unique and linked to the inventory they contain. Reuse or duplication can create invisible system errors even when the printed label looks...

22

Inspect handling-unit labels for tears, abrasion, dirt, moisture, folding, fading, poor adhesion, or placement that makes scanning or visual identification unreliable.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Handling-unit identifiers should remain unique and linked to the inventory they contain. Reuse or duplication can create invisible system errors even when the printed label looks...

23

Check split pallets, merged pallets, repacked cases, decanted stock, mixed handling units, or rebuilt loads receive the required updated identifiers and system transactions.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Handling-unit identifiers should remain unique and linked to the inventory they contain. Reuse or duplication can create invisible system errors even when the printed label looks...

24

Escalate duplicate license plates, incorrect parent-child links, mixed inventory under one uncontrolled label, missing identifiers, or handling units whose physical contents do not match the system.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Handling-unit identifiers should remain unique and linked to the inventory they contain. Reuse or duplication can create invisible system errors even when the printed label looks...

5. Storage-location labels, bin and rack identification, put-away accuracy, location traceability, and inventory movement control

25

Verify rack, bay, level, bin, floor location, cage, cold-room position, staging area, or other storage-location labels are readable and uniquely identify the intended location.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Product traceability and location traceability must agree. A perfect product label cannot prevent a wrong pick if the inventory is stored under the wrong bin or rack location.

26

Check location barcodes, QR codes, RFID tags, text labels, or other identifiers match the WMS or ERP location master where digital location control is used.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Product traceability and location traceability must agree. A perfect product label cannot prevent a wrong pick if the inventory is stored under the wrong bin or rack location.

27

Sample put-away transactions to confirm the physical product and handling-unit identifier are stored in the location recorded in the system.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Product traceability and location traceability must agree. A perfect product label cannot prevent a wrong pick if the inventory is stored under the wrong bin or rack location.

28

Inspect temporary, overflow, quarantine, staging, cross-dock, external, or mobile storage locations for the same identification and traceability discipline as permanent locations.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Product traceability and location traceability must agree. A perfect product label cannot prevent a wrong pick if the inventory is stored under the wrong bin or rack location.

29

Verify inventory moves, relocations, replenishments, consolidations, and slot changes are transacted so the current physical location remains traceable.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Product traceability and location traceability must agree. A perfect product label cannot prevent a wrong pick if the inventory is stored under the wrong bin or rack location.

30

Escalate wrong-location inventory, duplicated location labels, unreadable bin labels, untransacted moves, or storage practices that separate physical stock from its system location.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Product traceability and location traceability must agree. A perfect product label cannot prevent a wrong pick if the inventory is stored under the wrong bin or rack location.

6. Barcode, QR, RFID, scanner, printer, label quality, readability, verification, and system capture

31

Scan sampled item, lot, pallet, case, serial, or location barcodes and confirm the result matches the visible label and expected system record.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Do not rely only on visual appearance. Test whether the code actually scans and returns the expected item, lot, handling unit, or location.

32

Check barcode or QR print quality, contrast, size, quiet zones, smearing, truncation, overprinting, wrinkles, or damage does not prevent reliable scanning.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Do not rely only on visual appearance. Test whether the code actually scans and returns the expected item, lot, handling unit, or location.

33

Inspect label printers, print heads, media, ribbons, adhesives, scanners, mobile devices, RFID readers, and charging or connectivity status used for traceability operations.

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not rely only on visual appearance. Test whether the code actually scans and returns the expected item, lot, handling unit, or location.

34

Verify barcode symbology, encoded content, RFID data, label templates, and printer mapping are controlled so the correct data is printed for the intended process.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Do not rely only on visual appearance. Test whether the code actually scans and returns the expected item, lot, handling unit, or location.

35

Check failed scans, duplicate scans, manual key entry, offline transactions, reprints, and device exceptions create an appropriate audit trail or review when required.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not rely only on visual appearance. Test whether the code actually scans and returns the expected item, lot, handling unit, or location.

36

Escalate labels that scan to the wrong item or lot, widespread unreadability, uncontrolled manual entry, duplicate encoded identifiers, or device or printer failures that undermine traceability.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Do not rely only on visual appearance. Test whether the code actually scans and returns the expected item, lot, handling unit, or location.

7. Status labels, quarantine, hold, rejected, damaged, returned, recalled, high-value, and restricted inventory identification

37

Verify quarantine, hold, rejected, damaged, recalled, returned, expired, blocked, inspection-pending, rework, or other restricted stock is clearly identified where required.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Inventory status must be obvious physically and in the system. Status labels should reduce the chance of accidental picking rather than merely document that a problem exists.

38

Check physical status labels match the WMS or ERP inventory status and the stock is prevented from normal picking or dispatch when required.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Inventory status must be obvious physically and in the system. Status labels should reduce the chance of accidental picking rather than merely document that a problem exists.

39

Inspect high-value, controlled, customer-owned, consignment, serialized, or security-sensitive inventory for the required ownership or access labels and identifiers.

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Inventory status must be obvious physically and in the system. Status labels should reduce the chance of accidental picking rather than merely document that a problem exists.

40

Verify relabelled restricted stock retains original lot, batch, serial, date, ownership, and traceability information needed for investigation or disposition.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Inventory status must be obvious physically and in the system. Status labels should reduce the chance of accidental picking rather than merely document that a problem exists.

41

Check release, rework, return-to-stock, shelf-life extension, relabelling, or other status changes require the appropriate authorization and traceable system update.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Inventory status must be obvious physically and in the system. Status labels should reduce the chance of accidental picking rather than merely document that a problem exists.

42

Escalate restricted stock in pickable status, mismatched physical and system status, missing recall or hold identification, or relabelling that removes essential traceability history.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Inventory status must be obvious physically and in the system. Status labels should reduce the chance of accidental picking rather than merely document that a problem exists.

8. Picking, packing, order traceability, label generation, dispatch verification, carrier handoff, and customer-facing identification

43

Sample picks to confirm the scanned or recorded item, lot or batch, serial number where applicable, quantity, and source location match the order allocation.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Traceability must survive the outbound process. Verify that the item, lot, serial, handling-unit, order, and shipment records still connect at dispatch.

44

Verify packed orders retain the required link between picked inventory, handling unit or package, order, shipment, customer, and dispatch record.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Traceability must survive the outbound process. Verify that the item, lot, serial, handling-unit, order, and shipment records still connect at dispatch.

45

Check shipping labels, pallet labels, carton labels, SSCC or handling-unit identifiers where used, destination labels, and customer-specific labels are accurate and readable.

CRITICAL

TRACE

Traceable

Needs action

Block stock

LIVE PHOTO | Add

Execution tip: Traceability must survive the outbound process. Verify that the item, lot, serial, handling-unit, order, and shipment records still connect at dispatch.

46

Verify relabelling during packing or consolidation does not break lot, serial, date, or handling-unit traceability from source inventory to the outbound package.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Traceability must survive the outbound process. Verify that the item, lot, serial, handling-unit, order, and shipment records still connect at dispatch.

47

Check loading and carrier handoff preserve shipment, trailer or vehicle, pallet or package, seal where applicable, and dispatch-document traceability required by the operation.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Traceability must survive the outbound process. Verify that the item, lot, serial, handling-unit, order, and shipment records still connect at dispatch.

48

Escalate wrong outbound labels, lost lot or serial linkage, shipment-unit mismatch, unreadable dispatch labels, or carrier handoff records that cannot identify what inventory was shipped.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Traceability must survive the outbound process. Verify that the item, lot, serial, handling-unit, order, and shipment records still connect at dispatch.

9. Returns, reverse logistics, transfers, repacking, relabelling, recall readiness, and end-to-end traceability testing

49

Verify returned, refused, undelivered, customer-returned, damaged-in-transit, or reverse-logistics inventory is assigned a traceable status before re-entry to normal stock.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: The strongest traceability test is a full chain: source receipt to current location or shipment, and from a shipped lot or serial back to its receipt and inventory history.

50

Check site-to-site transfers, cross-dock movements, warehouse transfers, repacking, kitting, decanting, or relabelling preserve required item, lot, serial, quantity, date, and ownership links.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: The strongest traceability test is a full chain: source receipt to current location or shipment, and from a shipped lot or serial back to its receipt and inventory history.

51

Perform a forward trace on a sampled receipt or lot to identify current stock, transfers, picks, shipments, customers or destinations, and disposition where applicable.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: The strongest traceability test is a full chain: source receipt to current location or shipment, and from a shipped lot or serial back to its receipt and inventory history.

52

Perform a backward trace on a sampled shipped item, lot, serial, pallet, or package to identify the source receipt, supplier or production reference, warehouse movements, and relevant records.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: The strongest traceability test is a full chain: source receipt to current location or shipment, and from a shipped lot or serial back to its receipt and inventory history.

53

Check recall, withdrawal, customer notification, investigation, or traceability-test procedures can identify affected inventory without relying on uncontrolled spreadsheets or memory.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: The strongest traceability test is a full chain: source receipt to current location or shipment, and from a shipped lot or serial back to its receipt and inventory history.

54

Escalate traceability breaks, missing movement history, returned stock with unknown identity, unlinked repacking, or inability to complete a required forward or backward trace.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: The strongest traceability test is a full chain: source receipt to current location or shipment, and from a shipped lot or serial back to its receipt and inventory history.

10. Exception classification, corrective actions, relabelling control, system reconciliation, trend review, and final traceability sign-off

55

Classify findings by item label, lot or batch, serial, date, handling unit, location, barcode or RFID, status, outbound label, transfer or return, system mismatch, or other approved category.

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not close a label problem just by printing a new label. Verify the underlying system record, physical inventory, prior movements, and any downstream transactions affected by the...

56

Prioritize findings using wrong-product risk, lost lot or serial traceability, recall impact, customer impact, restricted-stock release, affected quantity, recurrence, and downstream exposure.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not close a label problem just by printing a new label. Verify the underlying system record, physical inventory, prior movements, and any downstream transactions affected by the...

57

Apply immediate controls such as blocking inventory, stopping picking or dispatch, quarantining affected units, correcting locations, preserving original labels, or initiating controlled relabelling.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
-------------------	-----------------	-------	----------	-------------------

Execution tip: Do not close a label problem just by printing a new label. Verify the underlying system record, physical inventory, prior movements, and any downstream transactions affected by the...

58

Create corrective actions with named owners, due dates, master-data or WMS changes, relabelling controls, printer or scanner fixes, retraining, supplier follow-up, evidence expectations, and verification criteria.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not close a label problem just by printing a new label. Verify the underlying system record, physical inventory, prior movements, and any downstream transactions affected by the...

59

Review recurring unreadable labels, wrong lots, duplicate handling-unit IDs, location errors, manual entry, relabelling events, outbound label errors, and traceability-test failures for systemic causes.

CRITICAL

TRACE

Traceability item	Status / result	Owner	Evidence	Corrective action
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Execution tip: Do not close a label problem just by printing a new label. Verify the underlying system record, physical inventory, prior movements, and any downstream transactions affected by the...

60

Record final labelling and traceability status, blocked inventory, critical open gaps, affected lots or serials, overdue actions, next audit date, auditor, inventory owner, warehouse owner, quality owner where applicable, and management approval.

CRITICAL

TRACE

FINAL STATUS Enter	INVENTORY OWNER Enter	WAREHOUSE OWNER Enter	MANAGEMENT APPROVAL Enter
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Execution tip: Do not close a label problem just by printing a new label. Verify the underlying system record, physical inventory, prior movements, and any downstream transactions affected by the...