

FREE MANUFACTURING STORAGE TEMPLATE

Raw Material Storage Audit Checklist

Use this 60-point checklist to audit warehouse zoning, secure storage, identity, FIFO or FEFO, environmental conditions, hazardous-material controls, segregation, handling, inventory accuracy, blocked stock, and corrective action.

Facility / warehouse

Audit date

Zone / area

Auditor / reviewer

Internal manufacturing audit template. Apply current storage procedures, material specifications, quality-status controls, SDS requirements, OSHA storage and hazard-communication requirements where applicable, and site warehouse rules.

1. Storage governance, material scope, ownership, and warehouse zoning

- 1
- Confirm the raw-material storage area has defined ownership, responsibilities, access rules, inspection frequency, and escalation requirements.
- CRITICAL
- STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the storage map and material inventory. Verify that each raw-material family has an approved zone, owner, status rule, and storage...

- 2
- Verify warehouse zoning identifies receiving, released, quarantine, rejected, returned, hazardous, temperature-controlled, and other required storage statuses.
- CRITICAL
- STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the storage map and material inventory. Verify that each raw-material family has an approved zone, owner, status rule, and storage...

- 3
- Confirm the current raw-material inventory identifies material code, description, lot or batch, quantity, status, and storage location.
- CRITICAL
- STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the storage map and material inventory. Verify that each raw-material family has an approved zone, owner, status rule, and storage...

- 4
- Verify material-specific storage requirements from specifications, supplier instructions, SDSs, quality procedures, or internal standards are identified and accessible.
- CRITICAL
- STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the storage map and material inventory. Verify that each raw-material family has an approved zone, owner, status rule, and storage...

- 5
- Check storage capacities, rack limits, floor-loading limits, aisle widths, and designated staging areas are defined and appropriate for the material mix.
- STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the storage map and material inventory. Verify that each raw-material family has an approved zone, owner, status rule, and storage...

- 6
- Review previous storage findings, damaged stock, contamination events, inventory discrepancies, expired material, spills, pest findings, and open corrective actions.
- STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Begin with the storage map and material inventory. Verify that each raw-material family has an approved zone, owner, status rule, and storage...

2. Aisles, access, stacking, racking, pallets, and physical storage safety

7 Confirm aisles and passageways used by employees or mechanical handling equipment are clear, in good repair, and free from hazardous obstructions. **CRITICAL** STORAGE

Compliant

Needs action

Critical

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Execution tip: Walk every aisle and look upward as well as at floor level. Material should remain stable, secure, accessible, and clear of travel routes, emergency...

8 Verify permanent aisles, travel routes, pedestrian areas, loading paths, and restricted zones are clearly identified or marked where required by the site. STORAGE

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Walk every aisle and look upward as well as at floor level. Material should remain stable, secure, accessible, and clear of travel routes, emergency...

9 Check bags, cartons, drums, containers, bundles, pallets, and other materials stored in tiers are stacked, blocked, interlocked, restrained, or limited in height so they remain stable and secure. **CRITICAL** STORAGE

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Walk every aisle and look upward as well as at floor level. Material should remain stable, secure, accessible, and clear of travel routes, emergency...

10 Inspect racks, shelving, mezzanines, bins, pallets, stillages, cages, and storage supports for damage, corrosion, deformation, missing components, or overloading. **CRITICAL** STORAGE

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Walk every aisle and look upward as well as at floor level. Material should remain stable, secure, accessible, and clear of travel routes, emergency...

11 Confirm heavy, unstable, awkward, or high-risk materials are stored at suitable heights and locations to minimize falling-object and manual-handling risk. **CRITICAL** STORAGE

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Walk every aisle and look upward as well as at floor level. Material should remain stable, secure, accessible, and clear of travel routes, emergency...

12 Verify material does not block exits, fire equipment, electrical panels, emergency stations, ventilation, sprinklers, access doors, or required inspection and maintenance clearances. **CRITICAL** STORAGE

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Walk every aisle and look upward as well as at floor level. Material should remain stable, secure, accessible, and clear of travel routes, emergency...

3. Material identity, lot traceability, labeling, and status control

13

Confirm every stored raw-material unit or handling unit is identified with the correct material name or code and remains legible throughout storage.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace one material from the ERP or warehouse record to the physical location and label. Material identity, lot, quantity, and status should agree...

14

Verify required supplier lot, batch, heat, reel, date code, serial, or other traceability information is maintained and linked to the internal inventory record.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Trace one material from the ERP or warehouse record to the physical location and label. Material identity, lot, quantity, and status should agree...

15

Confirm released, pending, quarantine, rejected, returned, expired, and other material statuses are clearly distinguishable in both physical and electronic records.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Trace one material from the ERP or warehouse record to the physical location and label. Material identity, lot, quantity, and status should agree...

16

Check mixed grades, mixed lots, mixed revisions, unidentified stock, damaged labels, or unmarked containers are segregated and investigated before use.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace one material from the ERP or warehouse record to the physical location and label. Material identity, lot, quantity, and status should agree...

17

Verify internal barcode, warehouse label, pallet ID, bin label, or location label matches the material and quantity physically stored.

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Trace one material from the ERP or warehouse record to the physical location and label. Material identity, lot, quantity, and status should agree...

18

Confirm relabeling, repacking, partial-container identification, and lot splits preserve traceability to the original material and receiving record.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Trace one material from the ERP or warehouse record to the physical location and label. Material identity, lot, quantity, and status should agree...

4. FIFO, FEFO, shelf life, expiry, aging, and stock rotation

19

Confirm FIFO, FEFO, shelf-life, retest-date, expiry-date, aging, or other stock-rotation rules are defined for applicable raw materials.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Test rotation by comparing several old and new lots in the same material family. The oldest eligible stock should be visible, accessible, and...

20

Verify warehouse locations and picking practices make the oldest or earliest-expiring eligible material accessible for use before newer stock.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test rotation by comparing several old and new lots in the same material family. The oldest eligible stock should be visible, accessible, and...

21

Check manufacturing date, receipt date, expiry date, retest date, or use-by date is recorded and legible where required.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Test rotation by comparing several old and new lots in the same material family. The oldest eligible stock should be visible, accessible, and...

22

Confirm expired, overdue-for-retest, obsolete, or otherwise time-expired material is automatically or procedurally blocked from normal issue.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Test rotation by comparing several old and new lots in the same material family. The oldest eligible stock should be visible, accessible, and...

23

Verify short-dated or near-expiry materials are identified early enough for planned use, review, return, or approved disposition.

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Test rotation by comparing several old and new lots in the same material family. The oldest eligible stock should be visible, accessible, and...

24

Review repeated FIFO or FEFO exceptions, aging stock, write-offs, obsolete inventory, and stock rotation failures for corrective action.

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Test rotation by comparing several old and new lots in the same material family. The oldest eligible stock should be visible, accessible, and...

5. Environmental conditions, temperature, humidity, moisture, light, and contamination control

25

Confirm temperature, humidity, ventilation, light exposure, dust control, moisture protection, or other environmental requirements are defined for sensitive raw materials.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Compare actual storage conditions with the approved requirement for each sensitive material. One warehouse temperature does not automatically...

26

Verify environmental monitoring devices are positioned appropriately, readable, and within calibration or verification status where they support acceptance decisions.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Compare actual storage conditions with the approved requirement for each sensitive material. One warehouse temperature does not automatically...

27

Review temperature or humidity records for excursions, gaps, alarms, sensor failures, and timely investigation or product-impact assessment.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Compare actual storage conditions with the approved requirement for each sensitive material. One warehouse temperature does not automatically...

28

Inspect stored materials for condensation, moisture damage, corrosion, mold, dust, dirt, oil, pests, foreign material, odor, or other contamination indicators.

CRITICAL

STORAGE

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Compare actual storage conditions with the approved requirement for each sensitive material. One warehouse temperature does not automatically...

29

Confirm bags, drums, liners, covers, caps, wraps, seals, desiccants, and other protective packaging remain intact during storage.

CRITICAL

STORAGE

Compliant

Needs action

Critical

[LIVE PHOTO](#) | [Add](#)

Execution tip: Compare actual storage conditions with the approved requirement for each sensitive material. One warehouse temperature does not automatically...

30

Verify material exposed to unacceptable environmental conditions is identified, contained, assessed, and prevented from use until disposition is approved.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Compare actual storage conditions with the approved requirement for each sensitive material. One warehouse temperature does not automatically...

6. Hazardous chemicals, incompatibility, labels, SDS access, and spill control

31 Confirm incoming and workplace labels on hazardous chemical containers remain legible, attached, and consistent with the site's hazard-communication controls.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Apply these checks only where hazardous chemicals are stored. Compare physical storage with the chemical's label, SDS, compatibility rules, and...

32 Verify current safety data sheets are readily accessible to employees during each work shift for hazardous chemicals in the storage area.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Apply these checks only where hazardous chemicals are stored. Compare physical storage with the chemical's label, SDS, compatibility rules, and...

33 Check incompatible chemicals, oxidizers, acids, bases, reactive materials, flammables, or other incompatible classes are segregated according to applicable requirements and the SDS.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Apply these checks only where hazardous chemicals are stored. Compare physical storage with the chemical's label, SDS, compatibility rules, and...

34 Confirm secondary containment, spill pallets, bunding, drain protection, absorbents, spill kits, or other controls are provided where required by the material and site risk assessment.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Apply these checks only where hazardous chemicals are stored. Compare physical storage with the chemical's label, SDS, compatibility rules, and...

35 Verify leaking, bulging, corroded, damaged, or unidentified chemical containers are isolated and handled through the approved emergency or hazardous-material process.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Apply these checks only where hazardous chemicals are stored. Compare physical storage with the chemical's label, SDS, compatibility rules, and...

36 Confirm employees responsible for chemical storage understand container labels, SDS access, required PPE, spill response, and escalation procedures.

CRITICAL

STORAGE

C

PC

NC

NA

Execution tip: Apply these checks only where hazardous chemicals are stored. Compare physical storage with the chemical's label, SDS, compatibility rules, and...

7. Material segregation, allergen or cross-contamination risk, housekeeping, and pest control

37

Confirm materials requiring segregation due to quality, allergen, chemical, odor, dust, regulatory, or contamination risk are stored in defined and controlled locations.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Storage cleanliness is part of material protection. Look for shared pallets, open containers, dust, debris, pests, leaks, and incompatible materials...

38

Verify open or partially used containers are properly closed, protected, identified, and returned to approved storage without loss of lot or status information.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Storage cleanliness is part of material protection. Look for shared pallets, open containers, dust, debris, pests, leaks, and incompatible materials...

39

Check floors, racks, ledges, pallets, bins, walls, and storage equipment are clean and free from unnecessary debris, waste, spills, residue, and standing water.

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Storage cleanliness is part of material protection. Look for shared pallets, open containers, dust, debris, pests, leaks, and incompatible materials...

40

Confirm pest-control devices, monitoring points, inspections, and corrective actions cover raw-material storage areas where pest contamination is a relevant risk.

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Storage cleanliness is part of material protection. Look for shared pallets, open containers, dust, debris, pests, leaks, and incompatible materials...

41

Verify damaged packaging, torn bags, leaking containers, spilled material, or loose product is cleaned and controlled promptly to prevent contamination or mix-up.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Storage cleanliness is part of material protection. Look for shared pallets, open containers, dust, debris, pests, leaks, and incompatible materials...

42

Confirm cleaning tools, maintenance materials, waste, chemicals, personal items, and unrelated equipment are not stored in a manner that threatens raw-material integrity.

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Storage cleanliness is part of material protection. Look for shared pallets, open containers, dust, debris, pests, leaks, and incompatible materials...

8. Material handling, forklifts, manual movement, damage prevention, and location transfers

43

Confirm forklifts, pallet trucks, hoists, lifting devices, carts, or other handling equipment used in storage areas are suitable for the load and used by authorized personnel.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Observe an actual material movement. Storage compliance can be lost during put-away, replenishment, picking, or transfer if pallets, containers,...

44

Verify mechanical handling routes provide sufficient clearance and operators can move, turn, lift, and place loads without striking racks, stock, doors, or pedestrians.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe an actual material movement. Storage compliance can be lost during put-away, replenishment, picking, or transfer if pallets, containers,...

45

Check pallets, containers, bags, drums, reels, and other materials are handled in a manner that prevents puncture, crushing, tearing, dropping, leakage, or contamination.

CRITICAL

STORAGE

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe an actual material movement. Storage compliance can be lost during put-away, replenishment, picking, or transfer if pallets, containers,...

46

Confirm manual-handling tasks use appropriate lifting aids, team handling, weight controls, ergonomics, or other safe methods where required.

STORAGE

C

PC

NC

NA

Execution tip: Observe an actual material movement. Storage compliance can be lost during put-away, replenishment, picking, or transfer if pallets, containers,...

47

Verify every material transfer or relocation updates the correct lot, quantity, status, and storage location in the warehouse or ERP system.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Observe an actual material movement. Storage compliance can be lost during put-away, replenishment, picking, or transfer if pallets, containers,...

48

Confirm material damaged during handling is identified, segregated, assessed, and prevented from uncontrolled issue.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Observe an actual material movement. Storage compliance can be lost during put-away, replenishment, picking, or transfer if pallets, containers,...

9. Inventory accuracy, cycle counts, system location, discrepancies, and blocked stock

49

Verify sampled physical stock matches the ERP or WMS record for material code, lot or batch, quantity, status, and storage location.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Sample physical stock against the system and then reverse the check from system to location. Both directions should agree for material, lot,...

50

Confirm scheduled cycle counts, stock counts, or inventory-verification activities are completed at the required frequency.

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Sample physical stock against the system and then reverse the check from system to location. Both directions should agree for material, lot,...

51

Check inventory discrepancies are investigated for receiving errors, picking errors, unrecorded movements, scrap, damage, unit-of-measure issues, or system errors.

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Sample physical stock against the system and then reverse the check from system to location. Both directions should agree for material, lot,...

52

Verify blocked, quarantined, rejected, expired, or quality-hold stock cannot be allocated, picked, or issued as unrestricted material.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Sample physical stock against the system and then reverse the check from system to location. Both directions should agree for material, lot,...

53

Confirm negative inventory, duplicate locations, orphan stock, unidentified pallets, zero-balance physical stock, and other inventory anomalies are corrected promptly.

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Sample physical stock against the system and then reverse the check from system to location. Both directions should agree for material, lot,...

54

Review recurring stock discrepancies, location errors, picking mistakes, write-offs, and blocked-stock issues for systemic corrective action.

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Sample physical stock against the system and then reverse the check from system to location. Both directions should agree for material, lot,...

10. Audit findings, corrective action, storage release, records, and management sign-off

55

Confirm storage audit findings identify the affected material, lot, location, quantity, status, risk, evidence, and immediate containment where required.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Close storage findings only after the physical condition and system record are both corrected. Trend repeat issues by material family, zone, rack,...

56

Assign every open storage finding to a named owner with priority, due date, interim control, required evidence, and escalation route.

STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Close storage findings only after the physical condition and system record are both corrected. Trend repeat issues by material family, zone, rack,...

57

For critical storage failures, verify affected material is held or relocated and the hazard or contamination risk is controlled before normal warehouse activity continues.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
--------------	----------------	-------	----------	--------

Execution tip: Close storage findings only after the physical condition and system record are both corrected. Trend repeat issues by material family, zone, rack,...

58

Confirm corrective actions address underlying causes such as capacity, racking, labeling, housekeeping, environment, training, handling, system controls, supplier packaging, or process design.

STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Close storage findings only after the physical condition and system record are both corrected. Trend repeat issues by material family, zone, rack,...

59

Verify effectiveness through repeat physical inspection, inventory checks, environmental records, audit follow-up, trend data, or other objective evidence.

CRITICAL

STORAGE

Storage item	Current status	Owner	Evidence	Action
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Execution tip: Close storage findings only after the physical condition and system record are both corrected. Trend repeat issues by material family, zone, rack,...

60

Record final audit status, unresolved critical storage risks, affected stock, follow-up actions, next audit date, auditor, warehouse owner, quality reviewer, date, and management approval.

CRITICAL

STORAGE

FINAL STATUS | Enter

WAREHOUSE OWNER | Enter

QUALITY APPROVAL | Enter

Execution tip: Close storage findings only after the physical condition and system record are both corrected. Trend repeat issues by material family, zone, rack,...