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Bin Location Assignment: 25-Point Self-Audit

25-Point Operator Self-Audit • modonix.com

Ahmed Abuswa • Head of E-Commerce Operations • Modonix

How to use: Go through each section and check every box that applies to your operation today. Tally your score at the end. Any unchecked box is a documented location-integrity gap that is costing you labor or orders.

Location Standards & Setup

- 1 Can a brand-new hire find any item using only the system location, with zero help from a veteran?
- 2 Is your bin naming scheme consistent and human-readable (aisle, bay, level, position)?
- 3 Is every bin defined in the system with its capacity, dimensions, and pick-versus-reserve role?
- 4 Are fast-moving SKUs slotted into short-travel, accessible locations based on velocity data?
- 5 Are visually similar SKUs deliberately separated into different bins to prevent confusion?

Putaway & Receiving Accuracy

- 6 Is every inbound unit scanned against an expected receipt before it is accepted?
- 7 Does the system direct receiving to a specific bin rather than letting staff choose by memory?
- 8 Is a bin scan required to confirm putaway, so "received but unbinned" is an impossible state?
- 9 Is location logic inside your system of record rather than in a side spreadsheet?
- 10 When the software cannot auto-suggest a put location, is that treated as a config gap to fix?

Move & Sync Discipline

- 11 Does every stock relocation require a scan-from and scan-to transaction at the moment of the move?
- 12 Are consolidations and replenishments captured as system transactions, not just floor actions?
- 13 Do quantity-changing events post to the system in real time rather than being updated "later"?
- 14 Is there a rule that picking up stock to move it always triggers a scan, every time?
- 15 Are layout changes blocked until the matching system mapping update is done in the same task?

Pick Accuracy & Throughput

- 16 Do pickers follow directed pick paths instead of navigating by memory?
- 17 Is a bin scan required at pick to confirm the picker is at the correct location?
- 18 Where bins hold multiple SKUs, is a unit-level item scan required to validate the right product?
- 19 When a pick fails, does the system offer the next valid location instead of forcing a manual search?
- 20 Do you track wrong-item-shipped returns back to the bins and SKUs that caused them?

Audit & Maintenance

- 21 Do you cycle count high-velocity bins frequently rather than relying on one annual count?
- 22 Is there an automatic alert for empty-but-stocked bins, negative quantities, and unbinned stock?
- 23 When a picker finds an empty bin the system says has stock, is there a fast exception path?
- 24 Can you pull a clean inventory-by-bin report that you trust against the physical floor?
- 25 Do you measure how often staff override or ignore the system as a leading indicator of decay?

SCORING GUIDE

Score	Level	What it means
0-11	CRITICAL	Your location data is decaying faster than you correct it and is actively producing failed picks
12-19	MODERATE	Gaps exist in putaway, move discipline, or adoption that need immediate attention
20-25	STRONG	Your bin system is solid and trusted by the floor, focus on optimization and slotting

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