

Warehousing Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Track inventory	VISN Logistics	Ensure that systems for tracking inventory are effective and operational across VISN	
	VISN Logistics	Ensure timely and accurate tracking of inventory as it arrives/departs from warehouse	
Warehouse parts, supplies and spares	PEO	Provide systems and tracking support to warehouse personnel	
	VISN Logistics	Establish clear guidelines for warehouse personnel across VISN	
	VAMC Logistics	Store equipment parts and supplies in warehouse safely and efficiently	
	VAMC Logistics	Pack items when required for shipment	