

Configuring Inspection Controls

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Confirm Access to Warehouse Inspection Configuration

Before creating inspection controls, make sure you can open the warehouse configuration options in Pams. From **Configuration**, look for **Base of inspection** and **Inspection checklist**. These areas are used to define the checks warehouse staff must complete when products are received, handled, stored, packed, or prepared for shipment.

If either option is not available to you, do not try to create inspection controls elsewhere in Pams. Ask the person who manages **Users**, **Roles**, or **Security** to confirm that your user account can create and update warehouse configuration records. Inspection controls affect how warehouse teams document product condition and handling, so they should be maintained by users responsible for warehouse or quality rules.

Before you start, agree on the warehouse points that need inspection coverage. Use the warehouse and area structure already set up in [Configuring Warehouses and Areas](#) as your reference. For example, your team may need separate controls for:

- Incoming goods before they are released to inventory.
- Products being put away in a storage area.
- Items picked from stock for a Orders or Shipping Order.
- Packages checked before dispatch.
- Products that require serial number, lot, label, or packaging verification.

Collect the exact checks that warehouse staff must perform. Keep the wording practical and observable. Typical checks include verifying the received quantity, checking that packaging is intact, confirming labels are readable, reviewing product condition, and confirming required serial or lot identification.

Also agree who will complete the inspection record and who will review the outcome. In Pams, this helps you use fields such as **Issued By** and **Checked on** consistently. Define the responsibility before creating the checklist so staff know who records the inspection and who follows up when a check does not meet the required condition.

[SCREENSHOT: Configuration menu showing Base of inspection and Inspection checklist options]

Create an Inspection Base for a Warehouse Control Point

An inspection base identifies the warehouse control point where a defined set of checks applies. Create one inspection base for each distinct activity that needs its own inspection process. Use names that warehouse staff will immediately recognize when they select or review an inspection record.

1. In Pams, open **Configuration** and select **Base of inspection**.
2. Start a new inspection base record. Enter a clear name that identifies the activity being controlled. Use a name such as **Incoming goods**, **Putaway**, **Picking**, **Packing**, or **Dispatch**. Avoid broad names such as “Warehouse check,” because they do not tell staff when the control applies.
3. Identify the intended warehouse context for the inspection base. Where Pams provides choices for the warehouse process, location, or stock activity, select the option that matches the control point. For example, an incoming-goods inspection base should be used for received products, while a dispatch inspection base should be used before products leave the warehouse.
4. Review the name and selected context before saving. The inspection base should describe one clear moment in the warehouse process, not several unrelated activities.
5. Click **Save** or **Save and Close**.

After saving, reopen the inspection base and confirm that the record is available for use with an **Inspection checklist**. If you have several warehouses or areas, use the inspection base name to make the intended location or handling stage clear. For example, use **Incoming goods – Main warehouse** only when the inspection is specific to that warehouse rather than common across all warehouse activity.

Do not use one inspection base for receiving, storage, and shipping merely because the same product is involved. Each activity has different risks and needs different checks. A receiving inspection may focus on quantity and damage, while a dispatch inspection may focus on package condition, shipping labels, and the selected delivery destination.

[SCREENSHOT: Base of inspection form with an inspection base named for an incoming-goods control point]

Build a Checklist for Each Inspection Base

Use an **Inspection checklist** to define the individual checks warehouse staff must complete at the selected inspection base. Each **Inspection Check Item** should cover one observable condition. This keeps inspections consistent between users and makes completed inspection documents easier to review.

1. In **Configuration**, open **Inspection checklist** and select the checklist linked to the inspection base you created. If no checklist exists yet, start a new checklist for that inspection base.
2. Add one **Inspection Check Item** for each required control. Use the item name to identify what the inspector checks. Keep the name short and specific, such as **Received quantity**, **Packaging condition**, **Product label**, **Serial number identification**, or **Storage requirement**.
3. Use **Inspection Check Item Description** to state the acceptance condition in plain language. For example, describe whether packaging must be undamaged, whether the quantity must match the related stock activity, or whether labels and serial identification must be present and readable. Write conditions that can be verified during normal warehouse work.
4. Add all checks required for the control point. Incoming goods may require quantity, packaging, product condition, labeling, and serial or lot identification. A packing checklist may instead require package integrity, item count, shipping labels, and delivery documentation.
5. Arrange the checklist items in the order staff perform the physical inspection. Start with checks made when the products or package first arrive, continue with identification and quantity checks, and finish with storage, packing, or release checks.
6. Click **Save** after adding or changing the checklist.

Avoid combining several checks in one item. For example, do not use one item called “Check packaging, labels, and quantity.” Separate items make it clear what was checked and what needs attention when an inspection result is recorded.

[SCREENSHOT: Inspection checklist showing separate Inspection Check Item entries and their descriptions]

Set Up Inspection Documents from Your Checklists

An inspection document records one actual warehouse inspection event. It uses the selected inspection base and its checklist so warehouse staff record results against the same agreed controls each time. This prevents inspectors from relying on memory or adding different checks for similar goods movements.

1. Open the warehouse inspection record used for the relevant activity. For received products, Pams may present the inspection record as an **Incoming Inspection Note**. Use the inspection record connected to the related warehouse activity rather than creating an unrelated note.
2. Select the appropriate inspection base. Choose the base that matches the control point, such as **Incoming goods** for received products or **Dispatch** for products being prepared for shipment.
3. Confirm the inspection information on the document. Record or review the related stock activity, the inspection date, and the responsible user. Where available, use **Checked on** for the date of the check and **Issued By** to identify the user responsible for the document.
4. Review the checklist lines brought into the inspection document. The lines should reflect the **Inspection Check Item** entries configured for the selected inspection base. Inspectors should record results against these configured controls rather than writing a new, unstructured list of checks.
5. Complete the document with the results of the physical inspection and save it as part of the warehouse record.

Create separate inspection documents whenever different warehouse activities require different evidence, timing, or responsible teams. For example, receiving staff may document quantity, damage, and product identification when goods arrive, while dispatch staff may document package condition and shipping labels before goods are released for shipment.

Using separate documents also helps a reviewer understand what happened at each point. An incoming inspection record should show what was checked at receipt; a dispatch inspection record should show what was checked before delivery. Do not use a dispatch checklist to record receipt results, even if the same product is involved.

Maintain Checklist Changes Without Losing Control Coverage

Inspection controls need regular review because warehouse processes, product portfolios, and handling requirements change. Maintain them carefully so future inspections use current instructions while completed inspection documents continue to show what warehouse staff checked at the time.

Use specific inspection base names throughout Pams. Names such as **Incoming goods**, **Internal transfer check**, **Picking**, **Packing**, and **Dispatch** make it easier for administrators and warehouse staff to distinguish controls for receiving, internal warehouse handling, and shipping. A clear name reduces the risk of selecting the wrong checklist during a busy warehouse activity.

Keep each checklist limited to one control point:

- Use an incoming-goods checklist for checks made when products are received.
- Use a storage or handling checklist for checks made while products are being placed or managed in warehouse areas.
- Use a packing or dispatch checklist for checks completed before products are released for shipment.
- Create a separate checklist when a product category has inspection requirements that do not apply to other products.

Review **Inspection Check Item** entries when any of the following changes:

- A warehouse area or handling process changes.
- New products require different packaging, labeling, serial number, or storage checks.
- Quality rules introduce new acceptance conditions.
- A recurring issue shows that an existing check is unclear or incomplete.
- A receiving, packing, or shipping team changes responsibility.

When updating a checklist, revise the item name and **Inspection Check Item Description** so the required condition remains clear. Do not remove a control simply because it is not needed for one product; instead, use a separate inspection base or checklist where appropriate.

Completed inspection documents should remain as records of the inspection that took place. Do not replace past results with new checklist wording. Review historical documents when investigating a warehouse issue, and update the checklist only for inspections that will be completed in the future.

Verify Inspection Bases, Checklists, and Documents

Verify your setup before warehouse staff begin relying on it. A short test helps you confirm that the correct inspection base, checklist items, and document details appear together in the right warehouse activity.

1. Open each record in **Base of inspection**. Confirm that its name clearly identifies the intended warehouse control point and that it is used for the correct receiving, handling, packing, or shipping context.
2. Open the related **Inspection checklist**. Check that every required **Inspection Check Item** is present and that its **Inspection Check Item Description** explains the acceptance condition clearly. Read the checklist as if you were completing it at the warehouse; each item should tell you exactly what to inspect.
3. Review the sequence of checklist items. Put the checks in the practical order staff follow. For incoming goods, this may begin with package condition, continue with quantity and identification, and end with any required storage condition.
4. Create or open a test inspection document for the relevant warehouse activity. Select the inspection base and confirm that the expected checklist items appear on the document.
5. Record sample results for every checklist line. Use the test to confirm that the inspection document retains the responsible user, the inspection date or **Checked on** value, and the responses recorded against the checklist.
6. Open the saved document again and review it with the warehouse user who will complete inspections. Confirm that the wording, sequence, and recorded information are usable during normal receiving or dispatch work.

If a required item is missing, return to **Inspection checklist** and update the relevant control. If the wrong set of items appears, check the selected inspection base and ensure it matches the warehouse activity being tested.

[SCREENSHOT: Completed inspection document showing the selected inspection base, Checked on information, Issued By, and recorded checklist results]

Overview

In Pams, warehouse inspection controls are built from three connected parts:

- An inspection base identifies the warehouse control point where checks apply.
- An **Inspection checklist** defines the required **Inspection Check Item** entries for that control point.

- An inspection document records the results for one specific warehouse activity.

This structure gives receiving, warehouse, and dispatch teams a consistent way to document product condition and handling. Instead of relying on informal notes, an incoming-goods inspection can use a defined checklist for packaging, quantities, labels, product condition, and identification. A dispatch inspection can use a different checklist for package condition, delivery documentation, and shipping labels.

Inspection bases should follow the physical flow of products through your warehouse. Typical control points include receiving, putaway, picking, packing, and dispatch. The exact inspection base names should match the terms your warehouse team uses every day, so staff can recognize the correct control quickly.

Inspection documents provide evidence of what was checked, when the check took place, and who completed it. Fields such as **Checked on** and **Issued By** support this record. When the same checklist is used consistently, supervisors can review inspection results without guessing which checks were expected for a particular warehouse activity.

Inspection controls support the wider warehouse workflow in Pams. Products can be tracked through statuses such as **Awaiting Inspection**, **Awaiting Storage**, and **In Stock**, while inspection records provide the supporting quality information for the relevant handling stage. The controls you create should reflect the actual work performed by warehouse staff, not a generic list of checks that is difficult to complete.

Prerequisites

Before configuring inspection controls, make sure the following information and access are available:

- Access to **Configuration**, including **Base of inspection** and **Inspection checklist**.
- An agreed warehouse and area structure. Use the warehouse names and areas already maintained in [Configuring Warehouses and Areas](#) so inspection bases match the real locations and processes your team uses.
- A list of warehouse control points that require inspection, such as incoming goods, putaway, picking, packing, or dispatch.
- The product categories or handling situations that need extra checks, including products requiring serial number, lot, packaging, label, condition, or storage verification.

- Clear acceptance conditions for each check. Warehouse staff need to know what an acceptable result looks like before they complete an inspection document.
- Agreement on the users who will complete inspections and the users who will review recorded results.
- A suitable warehouse activity or test record for verifying that the right inspection base and checklist appear in an inspection document.

Prepare the checklist content with the people who perform the work. Receiving staff can identify checks needed when goods arrive, warehouse staff can identify storage and handling risks, and shipping staff can identify the checks needed before products are released for shipment. Keep their wording in the **Inspection Check Item Description** practical enough to use during daily warehouse work.

Also decide how your team will deal with a check that does not meet the required condition. The inspection document should make the result clear enough for the responsible warehouse user to identify the affected products and take the appropriate follow-up action.

After your inspection bases and checklists are verified, continue with [Configuring Stock Movements](#) to align warehouse controls with the movements used for receiving, storage, transfers, and shipment.