

WORCESTER SCALE Inventory Counting Scale Deployment Checklist



A Quick-Reference Guide for Accurate Inventory Counts

Why This Checklist Matters

Counting scales can dramatically improve inventory accuracy and speed, but only when deployed correctly. Use this **checklist** to reduce errors, avoid rework, and ensure your counting scale delivers measurable ROI from day one.



1. Needs Assessment (Before You Buy)

- ☐ Inventory type identified (small parts, fasteners, components)
- ☐ Average & max piece weights confirmed
- ☐ Daily / peak counting volume estimated
- ☐ Accuracy & resolution requirements defined
- ☐ Environmental conditions reviewed
- ☐ Compliance or quality requirements noted
- ☐ Are satellite accumulation areas clearly identified?



2. Scale Selection & Compatibility

- ☐ Correct scale capacity & resolution selected
- ☐ Platform size matches containers or bins
- ☐ Indicator is easy to read and operate
- ☐ Compatible with printers, scanners, or barcodes
- ☐ ERP/WMS connectivity confirmed (if needed)
- ☐ Calibration & service support verified



3. Installation & Initial Setup

- ☐ Installed on a stable, level surface
- ☐ Power & cables secured
- ☐ Scale acclimated to room temperature
- ☐ Initial calibration completed
- ☐ Capacity & usage labels applied
- ☐ Vibration and impact risks minimized

Tip:

Proper setup prevents long-term accuracy issues and premature wear.



4. Integration & Workflow Alignment

- Counting process mapped into workflows
- Data output configured (reports, labels, logs)
- Operator roles clearly assigned
- Audit and traceability requirements defined



5. Training & Documentation

- Operators trained on proper counting methods
- Sample size procedures reviewed
- Load limits and handling best practices covered
- SOPs and quick-reference guides distributed
- Maintenance and calibration responsibilities assigned

Tip:
Consistent training =
consistent counts.



6. Test Runs & Validation

- Test counts performed with known quantities
- Manual counts compared to scale results
- Repeatability verified
- Adjustments made before full rollout
- Stakeholder sign-off completed



7. Ongoing Maintenance & KPI Tracking

- ☐ Routine cleaning scheduled
- ☐ Calibration intervals established
- ☐ Accuracy trends monitored
- ☐ Recount rates tracked
- ☐ Labor time savings measured

KPIs to Track:

- Counting accuracy
- Inventory variance reduction
- Recounts per cycle
- Time saved per count
- Scale downtime

Final Deployment Check

- ☐ Scale meets operational requirements
- ☐ Staff are confident using the equipment
- ☐ SOPs are documented
- ☐ KPIs are tracked
- ☐ Service support is in place

Need Help Deploying Counting Scales?

Worcester Scale provides expert support for counting scale selection, installation, calibration, and ongoing service—ensuring accuracy you can trust and performance that lasts. **Contact us today!**