

Warehouse labelling: the 7 rules

Clear structure instead of searches and queries



Why labelling is critical

A warehouse only works as well as its labelling. If locations are not clearly recognisable, errors, questions and detours arise. This checklist helps implement labelling uniformly, clearly and so it remains usable over time.

01

Every storage location is clearly labelled

- ☐ Every bay, drawer and container has a clear label
- ☐ No unlabelled areas
- ☐ No duplicate designations

Goal: Every item can be assigned clearly

02

One logic for the entire operation

- ☐ Uniform system (e.g. rack–level–bay)
- ☐ Same structure in all areas
- ☐ No individual “special solutions” from employees

Goal: Everyone understands the system immediately

03

Labelling is legible from a distance

- ☐ Font size suited to viewing distance
- ☐ Clear, simple typefaces
- ☐ No overloaded labels

Goal: Information can be grasped at once

04

Colours are used purposefully

- ☐ Colours have a fixed meaning (e.g. areas or processes)
- ☐ Same colour assignment across the warehouse
- ☐ No random or decorative use of colours

Goal: Orientation at a glance

05

Items and storage locations are linked

- ☐ Item number matches the storage location
- ☐ No disconnected labels
- ☐ Clear assignment between contents and location

Goal: Avoid mix-ups

06

Digital systems are usefully complemented

- ☐ Use of barcodes or numbering systems
- ☐ Easy scanning
- ☐ Combination of visible labelling and digital recording

Goal: analogue and digital processes interlock

07

Labelling remains permanently legible

- ☐ Hard-wearing materials (e.g. for dust, dirt, abrasion)
- ☐ Labels are firmly attached
- ☐ Regular legibility checks

Goal: Labelling works in the long term



Avoid typical mistakes

- ▶ different systems side by side
- ▶ handwritten, inconsistent labelling
- ▶ labels that are too small or badly positioned
- ▶ poor coordination between warehouse areas

Quick check: does your labelling work?

- ☐ New employees can find their way without explanation
- ☐ Every storage location is clearly identifiable
- ☐ There are no questions such as “Where does this go?”

If not all points are met, the labelling should be reviewed.



Conclusion:

Good labelling is not a detail; it is the basis for efficient warehouse processes.

In short:

A clear system saves time and coordination, and makes information quickly accessible without detours.