

Retail Store Stock Audit Checklist

Store Name

Auditor Name

Date

Stock Audit Checklist

Checklist Item	Status	Remarks
Stock levels match inventory records	<input type="text" value="e.g. OK / Discrepancy"/>	<input type="text"/>
Damaged/Expired stock separated	<input type="text" value="e.g. Yes / No"/>	<input type="text"/>
Price tags and labels up-to-date	<input type="text" value="e.g. Yes / No"/>	<input type="text"/>
Stock shelves clean and organized	<input type="text" value="e.g. Yes / No"/>	<input type="text"/>
Incoming stock properly recorded	<input type="text" value="e.g. Yes / No"/>	<input type="text"/>
Stock items within expiry date	<input type="text" value="e.g. Yes / No"/>	<input type="text"/>
Security/wastage checks in place	<input type="text" value="e.g. Yes / No"/>	<input type="text"/>
Discrepancy report filed (if any)	<input type="text" value="e.g. Yes / No / N/A"/>	<input type="text"/>

Notes

Additional comments or findings...