

# Retail Store Stock Audit Checklist

Store Name

Auditor Name

Date

## Stock Audit Checklist

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

## Notes

Additional comments or findings...