

Raw Material Inventory Audit Checklist

Audit Date:

Location:

Checklist

Auditor:

Department:

No.	Audit Item	Yes	No	Remarks
1	Raw materials are labeled and identifiable			
2	Records of incoming raw materials are maintained			
3	Storage area is clean and organized			
4	Raw materials are stored as per required conditions			
5	Expired or damaged materials are segregated/disposed			
6	Inventory records match physical count			
7	Stock rotation (FIFO/FEFO) is being followed			
8	Pest control measures are in place			
9	Access to storage is controlled/authorized			
10	Any deviations or issues observed			

Summary/Comments

Auditor Signature: _____	Date: _____
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