

HIGH-VALUE JEWELLERY INVENTORY, RECONCILIATION, SECURITY, AND LOSS-CONTROL TEMPLATE

Jewellery Stock Audit Checklist

Audit physical stock, item identity, weight, certificates, locations, transactions, transfers, repairs, ageing, high-value controls, and variance closure across every jewellery store.

STORE / LOCATION

AUDIT DATE

AUDITOR

STORE MANAGER

1. Audit setup, stock cut-off, scope, and ownership

- 1 Confirm the store, audit date, trading status, auditor, count team, store manager, reviewer, and escalation contacts.

JEWELLERY STOCK CONTROL

NAME | | Enter

TIME | | _:_

SIGNATURE | | Sign

 Execution tip: Freeze the count scope, stock cut-off, and permitted movements before any physical count begins.

- 2 Define the stock cut-off time and confirm which receipts, sales, returns, transfers, repairs, reservations, and adjustments are frozen or still permitted.

JEWELLERY STOCK CONTROL

☐ Included☐ Counted☐ Reconciled☐ Evidence

 Execution tip: Freeze the count scope, stock cut-off, and permitted movements before any physical count begins.

- 3 List every included stock zone, including showcases, trays, vault, stockroom, repair desk, reserved stock, customer orders, and goods in transit.

JEWELLERY STOCK CONTROL

Current

Incomplete

Missing / incorrect

Attach record

 Execution tip: Freeze the count scope, stock cut-off, and permitted movements before any physical count begins.

- 4 Confirm the count method, sample plan, materiality threshold, recount rules, evidence restrictions, and approval levels before counting begins.

JEWELLERY STOCK CONTROL

Current

Incomplete

Missing / incorrect

Attach record

 Execution tip: Freeze the count scope, stock cut-off, and permitted movements before any physical count begins.

- 5 Review previous variances, unresolved investigations, high-value losses, delayed transfers, open repairs, and overdue corrective actions.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Partial

Non-compliant

N/A / evidence

 Execution tip: Freeze the count scope, stock cut-off, and permitted movements before any physical count begins.

- 6 Capture the audit start time, geo-location, opening system balance, responsible staff, and approved pre-count evidence.

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

 Execution tip: Freeze the count scope, stock cut-off, and permitted movements before any physical count begins.

2. Item master data, SKU, tagging, certificates, and record integrity

- 7 Verify each sampled item has a unique and readable SKU, tag, barcode, serial number, or approved internal identifier.

JEWELLERY STOCK CONTROL

Compliant Partial Non-compliant N/A / evidence

Execution tip: Use one approved identifier set so the physical item, tag, certificate, and system record can be matched without ambiguity.

- 8 Match sampled items to the correct description, category, metal, purity, stone details, size, collection, supplier, and ownership status.

JEWELLERY STOCK CONTROL

Compliant Monitor Action required Add evidence

Execution tip: Use one approved identifier set so the physical item, tag, certificate, and system record can be matched without ambiguity.

- 9 Confirm gross weight, net metal weight, stone weight, quantity, and unit of measure are recorded consistently between tag, certificate, and system.

CRITICAL

JEWELLERY STOCK CONTROL

Current Incomplete Missing / incorrect Attach record

Execution tip: Use one approved identifier set so the physical item, tag, certificate, and system record can be matched without ambiguity.

- 10 Check certificates, hallmark details, authenticity records, warranties, and valuation documents are linked to the correct item.

JEWELLERY STOCK CONTROL

Current Incomplete Missing / incorrect Attach record

Execution tip: Use one approved identifier set so the physical item, tag, certificate, and system record can be matched without ambiguity.

- 11 Identify duplicate item codes, missing tags, reused barcodes, inactive items with stock, negative balances, or unsupported manual records.

JEWELLERY STOCK CONTROL

Current Incomplete Missing / incorrect Attach record

Execution tip: Use one approved identifier set so the physical item, tag, certificate, and system record can be matched without ambiguity.

- 12 Verify item cost, selling price, tax treatment, discount eligibility, and valuation fields are current and access-controlled.

JEWELLERY STOCK CONTROL

Current Incomplete Missing / incorrect Attach record

Execution tip: Use one approved identifier set so the physical item, tag, certificate, and system record can be matched without ambiguity.

3. Receiving, purchase, consignment, and inbound verification

- 13 Match sampled receipts to the approved purchase order, supplier invoice, transfer note, consignment record, or return authorization.

JEWELLERY STOCK CONTROL

Current

Incomplete

Missing / incorrect

Attach record

Execution tip: Trace every inbound item from source document to physical piece, system receipt, ownership status, and secure location.

- 14 Count received pieces and verify item identity, tag, weight, certificate, condition, price, and packaging before system receipt.

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Trace every inbound item from source document to physical piece, system receipt, ownership status, and secure location.

- 15 Confirm high-value deliveries are opened, counted, and acknowledged by authorized staff under the required witness and CCTV controls.

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

Execution tip: Trace every inbound item from source document to physical piece, system receipt, ownership status, and secure location.

- 16 Record shortages, excess units, substitution, damage, missing certificates, tag errors, or weight differences before acceptance.

CRITICAL

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

Execution tip: Trace every inbound item from source document to physical piece, system receipt, ownership status, and secure location.

- 17 Verify accepted items are posted to the correct store, stock status, ownership type, location, and valuation without delay.

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Trace every inbound item from source document to physical piece, system receipt, ownership status, and secure location.

- 18 Trace rejected, disputed, or pending items to a secure holding area, documented owner, due date, and final disposition.

JEWELLERY STOCK CONTROL

Current

Incomplete

Missing / incorrect

Attach record

Execution tip: Trace every inbound item from source document to physical piece, system receipt, ownership status, and secure location.

4. Showcase, vault, stockroom, and location control

19 Verify every item is stored in the system location where it is physically held, including showcase, tray, vault, stockroom, repair, and reserved zones.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Preserve location discipline during counting so movement between showcase, vault, and stockroom does not create false variances.

20 Check display, non-display, high-value, loose-stone, damaged, customer-order, and consignment stock are clearly segregated and identified.

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Preserve location discipline during counting so movement between showcase, vault, and stockroom does not create false variances.

21 Confirm vault shelves, trays, pouches, boxes, and bins use controlled labels that support counting without exposing unnecessary value information.

CRITICAL

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

Execution tip: Preserve location discipline during counting so movement between showcase, vault, and stockroom does not create false variances.

22 Inspect showcase and vault handover records to confirm stock moved between zones is counted and acknowledged by both parties.

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

Execution tip: Preserve location discipline during counting so movement between showcase, vault, and stockroom does not create false variances.

23 Verify keys, access cards, seal numbers, vault codes, and restricted stock locations are controlled by authorized roles.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Preserve location discipline during counting so movement between showcase, vault, and stockroom does not create false variances.

24 Identify unrecorded temporary locations, loose items, mixed tags, items outside assigned trays, or stock left unsecured during trading.

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Preserve location discipline during counting so movement between showcase, vault, and stockroom does not create false variances.

5. Physical counts, weights, independent recounts, and reconciliation

- 25 Complete blind physical counts for selected categories before viewing the corresponding system quantity or value.

CRITICAL

JEWELLERY STOCK CONTROL

Item	Physical	System	Variance	Value

 Execution tip: Use blind counts and independent recounts for every material difference before an adjustment is proposed.

- 26 Reconcile each sampled item by SKU, tag, serial, quantity, weight, location, ownership, status, and recorded value.

JEWELLERY STOCK CONTROL

Item	Physical	System	Variance	Value

 Execution tip: Use blind counts and independent recounts for every material difference before an adjustment is proposed.

- 27 Use calibrated scales and approved tolerance rules where metal or stone weight forms part of the stock record.

JEWELLERY STOCK CONTROL

Compliant Monitor Action required Add evidence

 Execution tip: Use blind counts and independent recounts for every material difference before an adjustment is proposed.

- 28 Require an independent recount for every missing item, excess item, tag mismatch, weight difference, location mismatch, or value variance.

JEWELLERY STOCK CONTROL

Compliant Monitor Action required Add evidence

 Execution tip: Use blind counts and independent recounts for every material difference before an adjustment is proposed.

- 29 Compare opening, cycle-count, handover, and closing records to identify unexplained movement between count points.

CRITICAL

JEWELLERY STOCK CONTROL

Item	Physical	System	Variance	Value

 Execution tip: Use blind counts and independent recounts for every material difference before an adjustment is proposed.

- 30 Quantify unresolved variances by item count, cost, retail value, risk level, and ageing, then obtain authorized escalation.

JEWELLERY STOCK CONTROL

Item	Physical	System	Variance	Value

 Execution tip: Use blind counts and independent recounts for every material difference before an adjustment is proposed.

6. Sales, returns, exchanges, reservations, and transaction movements

- 31 Trace sampled sales from item removal through invoice, payment, discount approval, certificate issue, system depletion, and customer handover.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence



Execution tip: Trace every movement to an approved source record, authorized user, timestamp, and resulting stock location.

- 32 Verify returns and exchanges are authenticated, inspected, re-tagged, approved, and restored to the correct stock status and location.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence



Execution tip: Trace every movement to an approved source record, authorized user, timestamp, and resulting stock location.

- 33 Check reserved, deposit, layaway, financing, and special-order items remain identifiable, secure, and excluded from available stock where required.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence



Execution tip: Trace every movement to an approved source record, authorized user, timestamp, and resulting stock location.

- 34 Review cancelled bills, voids, refunds, manual price changes, discounts, and reopened transactions for linked item and approval evidence.

CRITICAL

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence



Execution tip: Trace every movement to an approved source record, authorized user, timestamp, and resulting stock location.

- 35 Confirm damaged, written-off, promotional, complimentary, or sample items are moved through approved status and valuation controls.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence



Execution tip: Trace every movement to an approved source record, authorized user, timestamp, and resulting stock location.

- 36 Reconcile daily item movement reports with sales, returns, reservations, cash records, and physical stock handovers.

CRITICAL

JEWELLERY STOCK CONTROL

Item	Physical	System	Variance	Value



Execution tip: Trace every movement to an approved source record, authorized user, timestamp, and resulting stock location.

7. Transfers, repairs, custom orders, and customer-owned items

- 37 Trace inter-store and head-office transfers from dispatch count and seal to receipt count, system posting, and final location.

JEWELLERY STOCK CONTROL

Item	Physical	System	Variance	Value

 Execution tip: Keep store-owned, repair, custom-order, transfer, consignment, and customer-owned items clearly separated.

- 38 Verify transfer shortages, delays, seal differences, damaged packages, and receiving mismatches are investigated before closure.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant Monitor Action required Add evidence

 Execution tip: Keep store-owned, repair, custom-order, transfer, consignment, and customer-owned items clearly separated.

- 39 Match repair and resizing items to intake records, photographs, item description, weight, customer acknowledgment, job status, and secure location.

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

 Execution tip: Keep store-owned, repair, custom-order, transfer, consignment, and customer-owned items clearly separated.

- 40 Keep customer-owned jewellery, store-owned repair stock, vendor-held items, and replacement pieces physically and systemically separated.

JEWELLERY STOCK CONTROL

Compliant Monitor Action required Add evidence

 Execution tip: Keep store-owned, repair, custom-order, transfer, consignment, and customer-owned items clearly separated.

- 41 Confirm custom orders and manufacturing jobs show approved specifications, material issue, stone issue, work-in-progress, receipt, and final reconciliation.

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

 Execution tip: Keep store-owned, repair, custom-order, transfer, consignment, and customer-owned items clearly separated.

- 42 Review overdue repairs, uncollected customer property, pending transfers, vendor balances, and items in transit for ageing and accountability.

CRITICAL

JEWELLERY STOCK CONTROL

Current Incomplete Missing / incorrect Attach record

 Execution tip: Keep store-owned, repair, custom-order, transfer, consignment, and customer-owned items clearly separated.

8. High-value stock, security controls, access, and loss prevention

43 Prioritize high-value, rare, loose-stone, high-shrink, frequently handled, and previously discrepant items for full verification.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Escalate high-value discrepancies immediately and preserve access, CCTV, transaction, and handover evidence.

44 Confirm dual control, witness, access logs, CCTV coverage, and secure counting conditions are followed for restricted stock.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Escalate high-value discrepancies immediately and preserve access, CCTV, transaction, and handover evidence.

45 Review vault, showcase, tray, key, and code handovers for missing acknowledgment, unusual timing, or single-person control breaches.

CRITICAL

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

Execution tip: Escalate high-value discrepancies immediately and preserve access, CCTV, transaction, and handover evidence.

46 Compare stock variances with access logs, CCTV availability, cancelled transactions, manual adjustments, and staff movement where permitted.

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

Execution tip: Escalate high-value discrepancies immediately and preserve access, CCTV, transaction, and handover evidence.

47 Escalate suspected theft, fraud, substitution, tag switching, certificate mismatch, or unauthorized stock movement immediately.

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Escalate high-value discrepancies immediately and preserve access, CCTV, transaction, and handover evidence.

48 Verify evidence is preserved, affected stock is secured, access is restricted, and investigation ownership is formally assigned.

JEWELLERY STOCK CONTROL

Compliant

Monitor

Action required

Add evidence

Execution tip: Escalate high-value discrepancies immediately and preserve access, CCTV, transaction, and handover evidence.

9. Ageing, slow-moving, damaged, obsolete stock, and valuation

- 49 Review stock ageing by category, collection, supplier, location, value band, and last movement date.

CRITICAL

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

 Execution tip: Separate saleable, aged, damaged, obsolete, and restricted stock so quantity and value remain transparent.

- 50 Identify slow-moving, non-moving, discontinued, seasonal, damaged, incomplete-set, returned, or repeatedly repaired items.

JEWELLERY STOCK CONTROL

Compliant Monitor Action required Add evidence

 Execution tip: Separate saleable, aged, damaged, obsolete, and restricted stock so quantity and value remain transparent.

- 51 Confirm aged and damaged stock is physically identifiable and carries the correct system status, value, markdown, and sale restriction.

JEWELLERY STOCK CONTROL

Current Incomplete Missing / incorrect Attach record

 Execution tip: Separate saleable, aged, damaged, obsolete, and restricted stock so quantity and value remain transparent.

- 52 Verify supplier return, inter-store transfer, remounting, repair, markdown, liquidation, or disposal actions are approved and traceable.

JEWELLERY STOCK CONTROL

Current Incomplete Missing / incorrect Attach record

 Execution tip: Separate saleable, aged, damaged, obsolete, and restricted stock so quantity and value remain transparent.

- 53 Check stock valuation reports reconcile to item-level quantity, cost, ownership, adjustments, consignment terms, and general-ledger controls.

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

 Execution tip: Separate saleable, aged, damaged, obsolete, and restricted stock so quantity and value remain transparent.

- 54 Review overstock, stockout, assortment imbalance, dead-stock value, and repeated replenishment gaps that affect working capital or sales.

JEWELLERY STOCK CONTROL

Item	Physical	System	Variance	Value

 Execution tip: Separate saleable, aged, damaged, obsolete, and restricted stock so quantity and value remain transparent.

10. Variance investigation, corrective action, approval, and sign-off

- 55 Summarize findings by item-master integrity, receiving, location control, physical count, transactions, transfers, repairs, security, ageing, and valuation.

JEWELLERY STOCK CONTROL

Item	Tag / serial	Record	System	Evidence

 Execution tip: Record owner, due date, approval, and objective closure evidence for every material finding.

- 56 Immediately secure affected items, freeze unsupported movements, preserve records, and escalate every critical or material variance.

JEWELLERY STOCK CONTROL

Compliant Monitor Action required Add evidence

 Execution tip: Record owner, due date, approval, and objective closure evidence for every material finding.

- 57 Assign each finding an owner, priority, due date, investigation route, required evidence, reviewer, and closure criteria.

CRITICAL

JEWELLERY STOCK CONTROL

Finding	Owner	Priority	Due	Evidence

 Execution tip: Record owner, due date, approval, and objective closure evidence for every material finding.

- 58 Complete root-cause analysis for repeat or material issues and define preventive changes to process, systems, layout, access, training, or supervision.

JEWELLERY STOCK CONTROL

Current Incomplete Missing / incorrect Attach record

 Execution tip: Record owner, due date, approval, and objective closure evidence for every material finding.

- 59 Verify closure through independent recount, transaction tracing, system evidence, access or CCTV review, document checks, and authorized approval.

CRITICAL

JEWELLERY STOCK CONTROL

Compliant Monitor Action required Add evidence

 Execution tip: Record owner, due date, approval, and objective closure evidence for every material finding.

- 60 Record the final audit result, unresolved restrictions, approved adjustments, next count date, auditor, store manager, reviewer, date, time, and signatures.

CRITICAL

JEWELLERY STOCK CONTROL

NAME Enter	TIME _:_	SIGNATURE Sign
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 Execution tip: Record owner, due date, approval, and objective closure evidence for every material finding.

RUN THIS CHECKLIST DIGITALLY

Turn every jewellery stock variance into accountable action and verified closure

Use Taqtics to schedule stock audits, verify physical and system records, capture approved evidence, secure affected items, assign investigations, approve adjustments, and compare performance across every jewellery store.

Try the Jewellery Stock Audit Checklist in Taqtics

Scheduled counts Physical and system stock Tags, weights, and certificates Secure variance containment Adjustment approvals Inventory dashboards