FREE RETAIL STOCK AUDIT TEMPLATE

Stock Audit Checklist

Use this 60-point checklist to verify physical inventory, stock records, receiving, storage, shelf availability, movements, shrink risk, variance investigation, and corrective-action closure.

Store / location	Audit date	Auditor / reviewer	Count type / scope

Internal retail stock-control template. Apply approved company count procedures, tolerance limits, authorization rules, and system controls.

1. Audit setup, scope, stock snapshot, and count rules

1 **Record the store, audit date, auditor, stock zones, departments, and SKU groups included in the count.** STOCK AUDIT

STORE / LOCATION | Enter — AUDIT DATE | Enter — AUDITOR / REVIEWER | Enter

Execution tip: Agree scope, cut-off, system snapshot, tolerances, and count ownership before anyone begins counting.

2 **Verify item master data, barcodes, units of measure, pack sizes, and category mappings are current before counting.** STOCK AUDIT

C PC NC NA

Execution tip: Agree scope, cut-off, system snapshot, tolerances, and count ownership before anyone begins counting.

3 **Capture the approved inventory snapshot and stock-movement cut-off time so later transactions can be reconciled correctly.** CRITICAL STOCK AUDIT

STOCK SNAPSHOT | Enter — CUT-OFF TIME | Enter — APPROVAL | Enter

Execution tip: Agree scope, cut-off, system snapshot, tolerances, and count ownership before anyone begins counting.

4 **Identify high-value, high-shrink, controlled, seasonal, launch, and promotional stock that needs enhanced audit coverage.** STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Agree scope, cut-off, system snapshot, tolerances, and count ownership before anyone begins counting.

5 **Review prior count variances, repeat discrepancies, unresolved inventory issues, and overdue corrective actions before starting.** STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Agree scope, cut-off, system snapshot, tolerances, and count ownership before anyone begins counting.

6 **Confirm the count method, tolerance limits, recount rules, adjustment authority, and escalation thresholds approved for this audit.** STOCK AUDIT

C PC NC NA

Execution tip: Agree scope, cut-off, system snapshot, tolerances, and count ownership before anyone begins counting.

2. Receiving and goods-inward inventory controls

7 **Trace sampled deliveries from purchase order and supplier document to the SKU, quantity, receiving point, and posted inventory transaction.**

CRITICAL | STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Sample both clean receipts and disputed deliveries; reconcile source documents to the posted inventory transaction.

8 **Confirm received products are scanned or entered with the correct barcode, unit of measure, pack conversion, and destination location.**

STOCK AUDIT

C | PC | NC | NA

Execution tip: Sample both clean receipts and disputed deliveries; reconcile source documents to the posted inventory transaction.

9 **Inspect sampled receipts for damage, expiry, temperature sensitivity, seal integrity, or other category-specific acceptance requirements.**

STOCK AUDIT

Compliant | Needs action | Critical | LIVE PHOTO | Add

Execution tip: Sample both clean receipts and disputed deliveries; reconcile source documents to the posted inventory transaction.

10 **Verify shortages, overages, wrong items, and receiving discrepancies are documented and approved before inventory is posted.**

CRITICAL | STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Sample both clean receipts and disputed deliveries; reconcile source documents to the posted inventory transaction.

11 **Confirm receiving date, time, dock or entry point, checker, receiver, and source document are retained for sampled deliveries.**

STOCK AUDIT

DELIVERY / PO | Enter

DATE / TIME | Enter

RECEIVER / CHECKER | Enter

Execution tip: Sample both clean receipts and disputed deliveries; reconcile source documents to the posted inventory transaction.

12 **Check rejected, quarantined, short-delivered, excess, or conditionally accepted stock is physically controlled and shown correctly in the system.**

CRITICAL | STOCK AUDIT

C | PC | NC | NA

Execution tip: Sample both clean receipts and disputed deliveries; reconcile source documents to the posted inventory transaction.

3. Stockroom organization, storage accuracy, and stock status

13 **Verify shelves, bins, racks, cages, and other storage locations have clear identifiers that match the inventory location structure.** STOCK AUDIT

Compliant | Needs action | Critical | LIVE PHOTO | Add

Execution tip: Walk every storage zone, inspect hidden stock, and compare location labels with the inventory system rather than relying on reports alone.

14 **Confirm sampled products are stored in the assigned location and are not mixed with unrelated SKUs, variants, or ownership statuses.** STOCK AUDIT

C | PC | NC | NA

Execution tip: Walk every storage zone, inspect hidden stock, and compare location labels with the inventory system rather than relying on reports alone.

15 **Check FIFO or FEFO rotation is followed where stock age, expiry, seasonality, or product life makes rotation relevant.** STOCK AUDIT

C | PC | NC | NA

Execution tip: Walk every storage zone, inspect hidden stock, and compare location labels with the inventory system rather than relying on reports alone.

16 **Verify damaged, returned, expired, display, demo, reserved, repair, and customer-held stock is visibly segregated from saleable stock.** STOCK AUDIT

Compliant | Needs action | Critical | LIVE PHOTO | Add

Execution tip: Walk every storage zone, inspect hidden stock, and compare location labels with the inventory system rather than relying on reports alone.

17 **Confirm high-value, high-risk, or controlled merchandise is secured with appropriate access restrictions and custody records.** CRITICAL STOCK AUDIT

C | PC | NC | NA

Execution tip: Walk every storage zone, inspect hidden stock, and compare location labels with the inventory system rather than relying on reports alone.

18 **Identify loose, unlabelled, open-pack, or unidentified items and assign immediate actions to establish SKU, quantity, and stock status.** STOCK AUDIT

Compliant | Needs action | Critical | LIVE PHOTO | Add

Execution tip: Walk every storage zone, inspect hidden stock, and compare location labels with the inventory system rather than relying on reports alone.

4. Sales-floor availability and replenishment

19 **Measure on-shelf availability for a defined sample of core, fast-moving, promotional, launch, and priority SKUs.**

CRITICAL STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Check shelf, backroom, and system together so a visible gap is not misclassified as a true stockout.

20 **Verify items shown as available in the inventory system can be physically located on the sales floor or in the backroom.**

STOCK AUDIT

C PC NC NA

Execution tip: Check shelf, backroom, and system together so a visible gap is not misclassified as a true stockout.

21 **Check shelf gaps are replenished within the store's approved service interval when stock is available elsewhere on site.**

STOCK AUDIT

C PC NC NA

Execution tip: Check shelf, backroom, and system together so a visible gap is not misclassified as a true stockout.

22 **Confirm advertised, promotional, seasonal, and new-launch products have the required stock available for customer purchase.**

STOCK AUDIT

Compliant Needs action Critical LIVE PHOTO | Add

Execution tip: Check shelf, backroom, and system together so a visible gap is not misclassified as a true stockout.

23 **Review facings, display quantities, and shelf capacity so excess presentation does not conceal low stock, backroom imbalance, or overstock.**

STOCK AUDIT

C PC NC NA

Execution tip: Check shelf, backroom, and system together so a visible gap is not misclassified as a true stockout.

24 **For each sampled stockout, record the cause, recovery action, owner, and expected time to restore availability.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Check shelf, backroom, and system together so a visible gap is not misclassified as a true stockout.

5. Cycle counts and physical stock counting

25 **Verify scheduled cycle counts were completed for the locations, categories, and risk groups required by the count calendar.**

CRITICAL | STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Use blind counts and independent recounts for material differences, and control every movement during the count window.

26 **Confirm blind counts are used where required so counters do not see the expected system quantity before entering the physical result.**

STOCK AUDIT

C | PC | NC | NA

Execution tip: Use blind counts and independent recounts for material differences, and control every movement during the count window.

27 **Verify material differences trigger an independent recount by another authorized employee before any adjustment is approved.**

CRITICAL | STOCK AUDIT

C | PC | NC | NA

Execution tip: Use blind counts and independent recounts for material differences, and control every movement during the count window.

28 **Check quantities are counted in the correct unit of measure, including cases, packs, pairs, weights, or individual units as applicable.**

STOCK AUDIT

COUNTED QTY | Enter

UNIT OF MEASURE | Enter

RECOUNT / CHECK | Enter

Execution tip: Use blind counts and independent recounts for material differences, and control every movement during the count window.

29 **Confirm stock movements during the count are frozen, separately logged, or time-stamped so they can be reconciled to the count window.**

CRITICAL | STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Use blind counts and independent recounts for material differences, and control every movement during the count window.

30 **Verify completed counts identify the counter, date, time, stock location, evidence, recount status, and reviewer sign-off where required.**

STOCK AUDIT

COUNTER / LOCATION | Enter

DATE / TIME | Enter

REVIEWER / SIGN-OFF | Enter

Execution tip: Use blind counts and independent recounts for material differences, and control every movement during the count window.

6. Inventory accuracy, reconciliation, and adjustment control

31 **Compare physical quantity with system quantity and calculate unit variance, percentage variance, and estimated value impact for material differences.**

CRITICAL | STOCK AUDIT

SYSTEM QTY | Enter

PHYSICAL QTY | Enter

VARIANCE / VALUE | Enter

Execution tip: Investigate root cause before posting adjustments; preserve the evidence and approval supporting each material variance.

32 **Investigate negative inventory balances and document the transaction or master-data cause before the balance is corrected.**

STOCK AUDIT

C | PC | NC | NA

Execution tip: Investigate root cause before posting adjustments; preserve the evidence and approval supporting each material variance.

33 **Identify stock that is physically present when the system shows zero, inactive, or no matching inventory record.**

STOCK AUDIT

Compliant | Needs action | Critical | LIVE PHOTO | Add

Execution tip: Investigate root cause before posting adjustments; preserve the evidence and approval supporting each material variance.

34 **Check for duplicate SKUs, incorrect variants, wrong category mappings, or products assigned to the wrong inventory record or location.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Investigate root cause before posting adjustments; preserve the evidence and approval supporting each material variance.

35 **Verify every inventory adjustment has a valid reason, supporting evidence, named user, value impact, and the required approval.**

CRITICAL | STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Investigate root cause before posting adjustments; preserve the evidence and approval supporting each material variance.

36 **Review accuracy by category, location, value band, and risk group to identify repeat errors or systemic inventory weaknesses.**

STOCK AUDIT

ACCURACY % | Enter

VALUE VARIANCE | Enter

CATEGORY / RISK | Enter

Execution tip: Investigate root cause before posting adjustments; preserve the evidence and approval supporting each material variance.

7. Transfers, returns, damages, write-offs, and disposals

37 **Trace sampled stock transfers and confirm approval, dispatch, receipt, quantity, timing, and posting are complete at both source and destination.**

CRITICAL | STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Trace at least one transfer, return, and write-off end-to-end until both the physical stock status and the system record are closed.

38 **Verify customer returns are classified correctly as saleable, damaged, repair, quarantine, return-to-vendor, or another approved stock status.**

STOCK AUDIT

C | PC | NC | NA

Execution tip: Trace at least one transfer, return, and write-off end-to-end until both the physical stock status and the system record are closed.

39 **Confirm return-to-vendor stock is recorded, segregated, authorized, dispatched, and closed against the supplier or claim reference.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Trace at least one transfer, return, and write-off end-to-end until both the physical stock status and the system record are closed.

40 **Check damaged, expired, obsolete, and unsaleable stock is recorded promptly and stored in the correct controlled location.**

STOCK AUDIT

Compliant | Needs action | Critical | LIVE PHOTO | Add

Execution tip: Trace at least one transfer, return, and write-off end-to-end until both the physical stock status and the system record are closed.

41 **Verify write-offs and disposals meet approval, witness, evidence, destruction or disposal, and inventory-adjustment requirements.**

CRITICAL | STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Trace at least one transfer, return, and write-off end-to-end until both the physical stock status and the system record are closed.

42 **Review transfer, return, damage, and write-off documents that remain open beyond the approved service level and assign follow-up.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Trace at least one transfer, return, and write-off end-to-end until both the physical stock status and the system record are closed.

8. Shrink, loss prevention, and controlled-stock risk

43 **Verify high-shrink and high-value SKUs are counted at the approved frequency and material variances receive prompt independent review.**

CRITICAL · STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Prioritize high-value and high-shrink items and review count results alongside access, adjustment, return, and incident patterns.

44 **Confirm security tags, locked displays, cages, restricted stockrooms, or other controls are used according to the merchandise risk standard.**

STOCK AUDIT

Compliant · Needs action · Critical · LIVE PHOTO | Add

Execution tip: Prioritize high-value and high-shrink items and review count results alongside access, adjustment, return, and incident patterns.

45 **Review access records for stockrooms and controlled areas and investigate unusual, unauthorized, or unrecorded access patterns.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Prioritize high-value and high-shrink items and review count results alongside access, adjustment, return, and incident patterns.

46 **Analyze unusual inventory adjustments, repeated variances, voids, returns, or transactions linked to the same user, item, or period.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Prioritize high-value and high-shrink items and review count results alongside access, adjustment, return, and incident patterns.

47 **Verify suspected theft, loss, or unexplained stock disappearance is documented, contained, and escalated through the approved investigation process.**

CRITICAL · STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Prioritize high-value and high-shrink items and review count results alongside access, adjustment, return, and incident patterns.

48 **Confirm destruction or disposal of controlled or sensitive stock is witnessed and reconciled to the approved quantity and system transaction.**

STOCK AUDIT

C · PC · NC · NA

Execution tip: Prioritize high-value and high-shrink items and review count results alongside access, adjustment, return, and incident patterns.

9. Stock reporting, ageing, replenishment, and corrective action

49 **Review aged, slow-moving, obsolete, and excess stock against approved ageing bands, stock-cover rules, and action thresholds.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Convert stock findings into replenishment, supplier, markdown, transfer, or process actions with clear owners and deadlines.

50 **Verify reorder points, minimum and maximum levels, safety stock, and replenishment parameters reflect current demand and lead times.**

STOCK AUDIT

REORDER POINT | Enter

MIN / MAX | Enter

LEAD TIME | Enter

Execution tip: Convert stock findings into replenishment, supplier, markdown, transfer, or process actions with clear owners and deadlines.

51 **Quantify missed sales, substitutions, customer impact, or operational disruption caused by sampled stock unavailability where data is available.**

STOCK AUDIT

OUT-OF-STOCK | Enter

MISSED SALES | Enter

CUSTOMER IMPACT | Enter

Execution tip: Convert stock findings into replenishment, supplier, markdown, transfer, or process actions with clear owners and deadlines.

52 **Review supplier fill rate, delivery reliability, lead time, and recurring receiving discrepancies that contribute to stock imbalance.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Convert stock findings into replenishment, supplier, markdown, transfer, or process actions with clear owners and deadlines.

53 **Assign every material stock finding to a named owner with severity, due date, evidence requirement, and escalation path.**

STOCK AUDIT

Record / item	Current status	Owner	Evidence	Action

Execution tip: Convert stock findings into replenishment, supplier, markdown, transfer, or process actions with clear owners and deadlines.

54 **Schedule targeted recounts or follow-up audits to confirm corrective actions improved inventory accuracy and did not simply post an adjustment.**

STOCK AUDIT

C PC NC NA

Execution tip: Convert stock findings into replenishment, supplier, markdown, transfer, or process actions with clear owners and deadlines.

10. Final stock-audit decision, management review, and sign-off

55 **Calculate the final stock-accuracy result and report performance by unit, value, category, and location rather than using one overall score alone.**

CRITICAL | STOCK AUDIT

UNIT ACCURACY | Enter

VALUE ACCURACY | Enter

CATEGORY / LOCATION | Enter

Execution tip: Do not sign off until material variances have containment, approvals, financial impact, and a scheduled follow-up check.

56 **Confirm material variances are escalated using approved thresholds for value, percentage, recurrence, product risk, and business impact.**

CRITICAL | STOCK AUDIT

C | PC | NC | NA

Execution tip: Do not sign off until material variances have containment, approvals, financial impact, and a scheduled follow-up check.

57 **Record the estimated financial impact of shortages, excesses, write-offs, and unresolved differences using the approved valuation basis.**

STOCK AUDIT

SHORTAGE VALUE | Enter

EXCESS VALUE | Enter

WRITE-OFF / OPEN | Enter

Execution tip: Do not sign off until material variances have containment, approvals, financial impact, and a scheduled follow-up check.

58 **Verify no critical inventory issue remains open without containment, a named owner, target date, and management approval of the interim risk.**

CRITICAL | STOCK AUDIT

C | PC | NC | NA

Execution tip: Do not sign off until material variances have containment, approvals, financial impact, and a scheduled follow-up check.

59 **Record the final audit decision, approver, comments, signature, date, time, and any conditions attached to approval.**

STOCK AUDIT

FINAL DECISION | Enter

APPROVER / DATE | Enter

SIGNATURE / NOTES | Enter

Execution tip: Do not sign off until material variances have containment, approvals, financial impact, and a scheduled follow-up check.

60 **Set the next cycle-count, targeted recount, stock audit, and management review date based on the risks identified in this audit.**

STOCK AUDIT

NEXT COUNT | Enter

NEXT AUDIT | Enter

REVIEW DATE | Enter

Execution tip: Do not sign off until material variances have containment, approvals, financial impact, and a scheduled follow-up check.