



# Ahmed Perfumes LLC

Al Jurf Industrial Area 3, Al Bahia Jeddah Street, Ajman, UAE

Tel : +971 6 742 0602

Email : info@ahmedalmaghribi.com

## AUDIT CHECKLIST

### Retail Audit Details

Warehouse : Khalifa Street Al Ain - [ SP\_069]

Audit Date : 22-Nov-25

Audit # : 502500000017

### Incharges Details

Shop Incharge : Danish Saeed Bangi

Area Incharge : Dildar Hussain

## 🏠 Retail Shop

Checklist	Compliance Status	Auditor Remarks	Staff Remarks
<b>Administration</b>			
Checked Fire Alarm	✓		
Are all the employees aware of emergency protocols?	✓		
Placement / Condition / Expiry Date of Fire Extinguishers. (Mention Qty Also) and Civil Defense	✓	September 2026	
Trade License Placement/Expiry	✓		
Number of POS Machines and Requirement. (Mention POS Shop name)	✓	02 Pos Machines	
<b>Brand &amp; Marketing</b>			
Are the Display/Mirrors and Products clean and free of dust?	✓		
Are the Entrance & Exits unobstructed?	✓		
Condition of Cash Drawer	✓		
Are the Storage Rack and shelves capable of supporting the intended load?	✓		
Sign Boards (Condition/ Lights/ Placement)	✓		
Electrical Work Requirement (If Any)	✓		
Condition of Decor, Fixture /Fittings/ Focus lights etc	✓		
Tiles and Flooring (Any Wear and Tear).	✓		
<b>Finance</b>			
Checked Products Ageing Batch Wise - Checked Expiry / Old Product <input type="checkbox"/>	✓		
Shop Store condition - Inventory management - Placement of Products at designated places.	✓		
Checked Transfer Order File and Pending Transfers in SAP Bi	✓		
Checked Physical Invoices Record (Merchant Invoice, Z Report, Daily Closing Manual, Signatures)	✓		
Maintaining Record of Shops Petty Cash Expenses	✓		
Checked Manual Tester history with Area Incharge Verification- Marriage (If Any)	✓		
Pending Exchange/Return Invoice	✓		
Checked Testers/Packaging Consumption (Opening date sticker) - Area Incharge Verification	✓		
Damage Stock (If Any)	✓	Not Available	
Checked Product Incentive Items	✓	Above 10	
Pending Invoice - Not Recorded in System (Sale or Petty Cash)	✓		
Manual Invoicing	✓		

### IT



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Staff is Trained to Create Ticket on SAP Bi ☒

All the Current Staff Names are Available on CCO for Creating Invoices ☒

All in Order - System/ Internet/ POS Machine/ POS Printer/Mobile ☒

CCTV Cameras (In Order / Out of Order) or Requirement ☒

Staff is Trained to Record Proper Invoice (Sale /Credit Sale/ Petty Cash) ☒

Staff is Trained to do Daily Closings (CCO, SAP Bi, Manual Closing) ☒

### Sales

Duty Roster ☒ Updated

Branch Keys - Its Delegations & Placements. ☒ Incharge

Discount Approval taken by Area Incharge ☒ Area Incharge

Accommodation Visit (Cleaning/Requirement if any) ☒

Wearing Headphone / Using Personal Cellphone in shop ☒

Teamwork and Communication with Customer ☒

Grooming Standard - Do all the staff wear appropriate Uniform/Shoes? ☒

Are all the products available on Display? ☒



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## ↑ Retail Accomodation

Checklist	Compliance Status	Auditor Remarks	Staff Remarks
<b>Administration</b>			
Are there fire extinguishers available?	✗	Not Available	
Is a basic first aid kit available in the accommodation?	✗		
Is there proper ventilation in the accommodation?	✓		
<b>Maintenance</b>			
Are there proper locks on doors and windows?	✓		
All the electric board, wires, switches are in good condition	✓		
Are there any maintenance issues? (Ex: leakage, broken, electrical faults etc)	✓		
<b>SALES DEPARTMENT(Dont use)</b>			
Accommodation responsible person name	✓	Danish	
Are water & electricity used according to need? Any wastage or other observation?	✓		
Is there any privacy for individual sharing room?	✓		
Is any out sider living in Accommodation?	✓	No	
Are any restricted item found? (Ex: Cigarette, Smoking, Hokkah, Alcohol etc)	✓		
Is any media system available in Accommodation (Ex: TV, Sound system etc)?	✓		
Is any other observation?	✓		
Is inventory available at Accommodation?	✓		
Are there any requirement of furniture?	✓	Not Required	
How many rooms in accommodation?	✓	02 Rooms	
How many staff are living in Accommodation?	✓		
How many beds are available at Accommodation?	✓		
Is Accommodation shared with other AMG shops sales person?	✓		
Does accommodation provide sufficient space for staff?	✓		
Are the accommodation clean and well maintained? (Wall, Roof, Washroom, Kitchen, Balcony, Common area, Laundry area etc)	✓		
Is there a regular cleaning schedule in place?	✓	Once in a week	
Are the provided furniture (Beds, wardrobe, tables, chair, Washing Machine, Refrigerator, Air Condition etc) in good condition?	✓		
Are the provided other household items (Cooking utensils, plates, cutlery, gas stove, Iron, Fan, Cloth stand etc) in good condition?	✓		



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## AUDIT CHECKLIST

Is inventory placed at good and safe location?



Any damage inventory at Accommodation?



Is staff using company products?



### Auditors



Muhammad Tabish Rahim - [ Employee ID : 10886 ]



Mohammed Zakir Mohammed Zaheer Ansari - [ Employee ID : 10921 ]



### Salespersons



Faizan Patankar - [ Employee ID : 10158 ]



Ammar Mohammad Kadour - [ Employee ID : 10903 ]



Sufiyan Hasan Satkut - [ Employee ID : 11069 ]

