AUDIT CHECKLIST

Retail Audit Details

Warehouse	: NA
Audit Date	: NA
Audit #	: 502500000001

Incharges Details

Shop Incharge	: NA
Area Incharge	: NA

🏠 Retail Accomodation

Description	Yes	No	Auditor Remarks	Staff Remarks
Accommodation responsible person name	☐	☐		
Are there proper locks on doors and windows?	☐	☐		
Are there fire extinguishers available?	☐	☐		
Is a basic first aid kit available in the accommodation?	☐	☐		
Are water & electricity used according to need? Any wastage or other observation?	☐	☐		
All the electric board, wires, switches are in good condition	☐	☐		
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?	☐	☐		
Are there any maintenance issues? (Ex: leakage, broken, electrical faults etc)	☐	☐		
Is there proper ventilation in the accommodation?	☐	☐		
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?	☐	☐		
Are there any requirement of furniture?	☐	☐		
How many rooms in accommodation?	☐	☐		
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?	☐	☐		
Is there any privacy for individual sharing room?	☐	☐		
Is any out sider living in Accommodation?	☐	☐		
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?	☐	☐		
Is inventory placed at good and safe location?	☐	☐		
Any damage inventory at Accommodation?	☐	☐		
Is staff using company products?	☐	☐		

🏠 Retail Shop

Description	Yes	No	Auditor Remarks	Staff Remarks
Checked Products Ageing Batch Wise - Checked Expiry / Old Product ☐ ☐	☐	☐		
Shop Store condition - Inventory management - Placement of Products at designated places.	☐	☐		
Checked Transfer Order File and Pending Transfers in SAP Bi	☐	☐		
Pending Exchange/Return Invoice	☐	☐		
Checked Testers/Packaging Consumption (Opening date sticker) - Area Incharge Verification	☐	☐		
Damage Stock (If Any)	☐	☐		
Checked Product Incentive Items	☐	☐		
Pending Invoice - Not Recorded in System (Sale or Petty Cash)	☐	☐		
Manual Invoicing	☐	☐		
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)	☐	☐		
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)	☐	☐		
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	☐	☐		
Placement / Condition / Expiry Date of Fire Extinguishers. (Mention Qty Also) and Civil Defense	☐	☐		
Trade License Placement/Expiry	☐	☐		
Number of POS Machines and Requirement. (Mention POS Shop name)	☐	☐		
Checked Fire Alarm	☐	☐		
Are all the employees aware of emergency protocols?	☐	☐		
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).	☐	☐		
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?	☐	☐		
Grooming Standard - Do all the staff wear appropriate Uniform/Shoes?	☐	☐		
Are all the products available on Display?	☐	☐		

🏠 Retail Shop

Description	Yes	No	Auditor Remarks	Staff Remarks
Duty Roster	☐	☐		
Branch Keys - Its Delegations & Placements.	☐	☐		
Discount Approval taken by Area Incharge	☐	☐		
Accommodation Visit (Cleaning/Requirement if any)	☐	☐		
Wearing Headphone / Using Personal Cellphone in shop	☐	☐		
Teamwork and Communication with Customer	☐	☐		

👤 **Auditor :**

📝 **Signature :**

👤 **Shop Incharge :**

📝 **Signature :**