TARGPATROL / STORE OPERATIONS

Retail Store Audit Checklist

BLANK FORM - ONE STORE VISIT

Store / district

Visit date and time

Auditor / store lead

Visit ID / checklist version

Mark one result per row. Use N/A only if the check does not apply; record why.

Record safety hazards separately and follow your store's escalation procedure.

#	Area	Check	Pass	Fail	N/A	Evidence / note
01	Entrance	Entrance walkway is clear.	☐	☐	☐	
02	Entrance	Front promo dates match the current brief.	☐	☐	☐	
03	Merchandising	Feature display matches the current floor plan.	☐	☐	☐	
04	Merchandising	Promoted products are under the matching signs.	☐	☐	☐	
05	Merchandising	Expired signs have been removed.	☐	☐	☐	
06	Shelves	Priority shelf gaps are logged by SKU and location.	☐	☐	☐	
07	Pricing	The sampled SKU has a matching shelf label.	☐	☐	☐	
08	Pricing	Three labeled items match their checkout prices.	☐	☐	☐	
09	Checkout	Customer counter is clear of returns.	☐	☐	☐	
10	Checkout	Checkout promo stand matches the brief, if used.	☐	☐	☐	
11	Safety	Exit routes are unobstructed.	☐	☐	☐	
12	Safety	Sales floor is free of spills and trip hazards.	☐	☐	☐	

VISIT RESULT

Pass / Fail / N/A

Pass / applicable (%)

Critical findings

CORRECTIVE ACTION AND RECHECK

Item / location / observation

Correction / evidence reference

Assigned to

Due

Rechecked by / time

Outcome / after evidence

Keep the original result. Use a second copy for extra findings and label it with the same visit ID.

This operational template does not replace required safety or regulatory inspections.