TARGPATROL / STORE OPERATIONS

Retail Store Audit Checklist

FILLED EXAMPLE - FICTIONAL DATA

Store / district
Demo Store 014 / North District

Visit date and time
Nov 21, 2026 / 9:20 a.m.

Auditor / store lead
District supervisor / Floor lead

Visit ID / checklist version
NW014-1121 / v1

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.	☐	☑	☐	NW014-07-before.jpg
08	Pricing	Three labeled items match their checkout prices.	☑	☐	☐	3 of 3 matched
09	Checkout	Customer counter is clear of returns.	☑	☐	☐	
10	Checkout	Checkout promo stand matches the brief, if used.	☐	☐	☑	No stand in this format
11	Safety	Exit routes are unobstructed.	☑	☐	☐	
12	Safety	Sales floor is free of spills and trip hazards.	☑	☐	☐	

VISIT RESULT

Pass / Fail / N/A
10 / 1 / 1

Pass / applicable (%)
10 / 11 = 90.9%

Critical findings
None

CORRECTIVE ACTION AND RECHECK

Item / location / observation
07 / Aisle 4, Bay B / SKU 41827 missing its shelf label

Correction / evidence reference
Print correct $4.49 label; attach a new shelf photo. Before: NW014-07-before.jpg.

Assigned to
Floor lead

Due
Nov 21 / 11:00 a.m.

Rechecked by / time
District supervisor / Nov 21, 10:42 a.m.

Outcome / after evidence
Closed; SKU and price matched. NW014-07-after.jpg

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

Example filenames are illustrative, not attached photos.