



Automotive Parts Inventory Audit Checklist Template

 Show only Checklist

Display Style
Default 

Preparation & Scope


Initial steps and defining the audit's boundaries.

Audit Date

Enter date...

Audit ID

Enter a number...

Hi there, need help? 



Audit Location

 Set My Current Location



Audit Type

- Full Inventory
- Cycle Count
- Spot Check

Auditor Name

Write something...

Hi there, need help?

Audit Objectives

Write something...

Scope of Audit

Entire Inventory

Selected Categories

Physical Inventory Count

Detailed verification of parts on hand.

Part Number

Enter a number...

System Quantity

Enter a number...

Physical Quantity

Enter a number...

Hi there, need help?

Discrepancy?

Yes

No

Discrepancy Notes (if applicable)

Write something...

Condition

Good

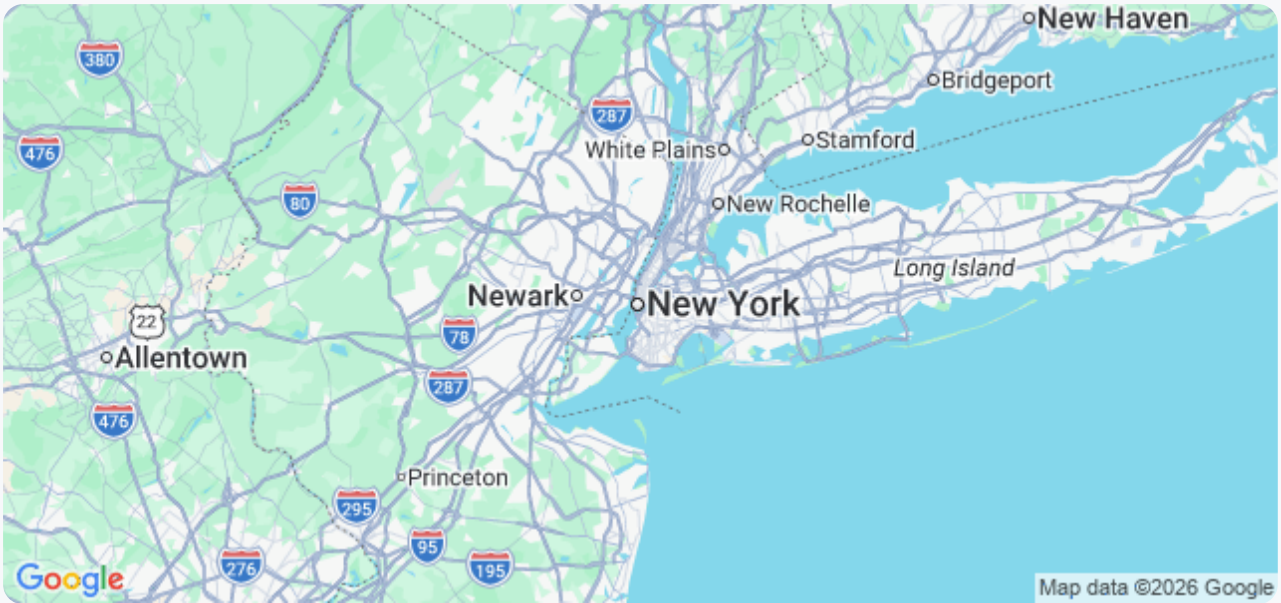
Damaged

Obsolete

Hi there, need help?

Bin Location

 Set My Current Location



Date of Count

Enter date...

System Inventory Reconciliation

Comparing physical counts to system records.

System Quantity of Part #12345

Enter a number...

Hi there, need help?

Physical Count of Part #12345

Enter a number...

Quantity Variance (System - Physical)

Enter a number...

Variance Explanation (If Applicable)

- Data Entry Error
- Misplaced Item
- Theft/Loss
- Shipping Error
- No Explanation Needed

Additional Comments on Reconciliation

Write something...

Hi there, need help?

Date of System Inventory Record

Enter date...

Reason for Discrepancy (If Any)

- Data Entry Error
- Receiving Error
- Shipping Error
- Physical Misplacement
- No Discrepancy

Unit Cost (System)

Enter a number...

Condition & Shelf Life

Assessing the quality and usability of parts.

Part Condition (Select all that apply)

- New
- Used
- Refurbished
- Damaged
- Corroded
- Missing Components

Hi there, need help?

Quantity of Damaged Parts

Enter a number...

Description of Damage (if any)

Write something...

Date Code/Expiration Date

Enter date...


Days Until Expiration (calculated)

Enter a number...

Shelf Life Status

- Within Shelf Life
- Nearing Expiration
- Expired

Photo of Expired/Damaged Parts (Optional)

 Upload File

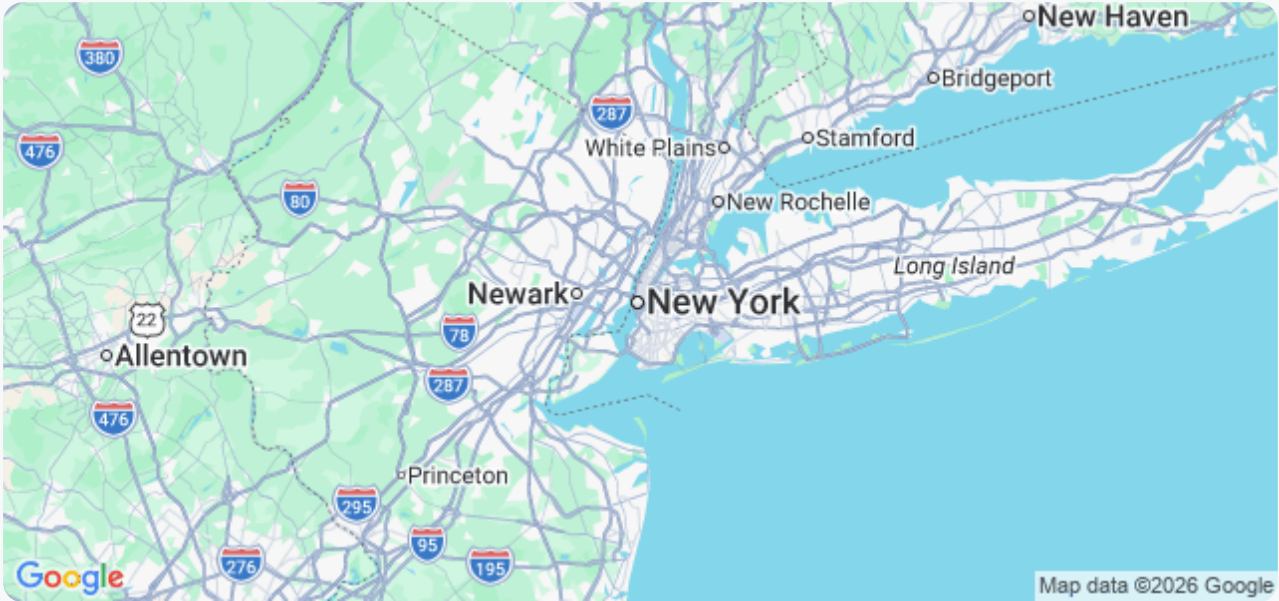
Hi there, need help?

Location Accuracy

Verifying correct placement of parts within the warehouse.

Bin Location Verification

 [Set My Current Location](#)



Part Location Status

- Correct
- Incorrect
- Not Found

Quantity Discrepancy (if applicable)

Enter a number...

Hi there, need help?

Notes on Location Issues

Write something...

Rack/Shelf Condition

- Good
- Damaged
- Needs Repair

Receiving & Shipping Records

Reviewing documentation for accuracy and completeness.

Receiving Date

Enter date...

Purchase Order Number

Enter a number...

Hi there, need help?

Quantity Received

Enter a number...

Condition of Goods Upon Arrival

- Excellent
- Good
- Fair
- Damaged
- Shortage

Receiving Notes/Comments

Write something...

Shipping Date

Enter date...

Shipping Quantity

Enter a number...

Hi there, need help?

Shipping Carrier

- UPS
- FedEx
- USPS
- Freight

Tracking Number

Write something...

Obsolescence & Slow-Moving Items

Identifying parts with low demand or nearing end-of-life.

Quantity on Hand

Enter a number...

Obsolescence Risk Level

- Low
- Medium
- High

Hi there, need help?

Last Sold Date

Enter date...

Days Since Last Sale

Enter a number...

Reason for Slow Movement/Obsolescence

Write something...

Recommended Action

- Discounted Sale
- Return to Vendor
- Donation
- Scrap/Dispose

Estimated Disposal Cost

Enter a number...

Hi there, need help?

Security & Loss Prevention

Evaluating measures to prevent theft and damage.

Are security cameras functional and covering key areas?

- Yes
- No
- Partially

Is access to the inventory area restricted to authorized personnel?

- Yes
- No
- Partially

Estimated monthly loss due to theft/damage (USD)

Enter a number...

Which preventative measures are currently in place?

- Key Card Access
- Security Guards
- Alarm System
- Inventory Tagging
- Regular Patrols
- None

Hi there, need help?

Describe any observed security vulnerabilities or concerns.

Write something...

Are inventory tags consistently applied and legible?

Yes

No

Partially

Date of last security system maintenance

Enter date...

Findings & Recommendations

Documenting discrepancies and suggesting improvements.

Summary of Major Discrepancies Found

Write something...

Hi there, need help?

Total Value of Inventory Discrepancies (USD)

Enter a number...

Areas Requiring Process Improvement

- Receiving Procedures
- Cycle Counting Frequency
- Inventory System Accuracy
- Storage and Organization
- Employee Training

Specific Recommendations for Corrective Actions

Write something...

Target Date for Corrective Action Implementation

Enter date...

Risk Level Associated with Findings (Low, Medium, High)

- Low
- Medium
- High

Responsible Party for Corrective Action

Write something...

Hi there, need help?

Completion & Sign-Off

Final review and authorization of the audit.

Audit Completion Date

Audit Completion Time

Auditor Signature

Auditor Name

Reviewer Name

Hi there, need help?

Reviewer Signature

Summary of Findings (brief)

Write something...

Overall Audit Result

- Satisfactory
- Needs Improvement
- Unsatisfactory

Hi there, need help?