



# 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...



## Audit Location

 Set My Current Location



## Audit Type

- Full Inventory
- Cycle Count
- Spot Check

## Auditor Name

Write something...

### 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...

### Discrepancy?

Yes

No

### Discrepancy Notes (if applicable)

Write something...

### Condition

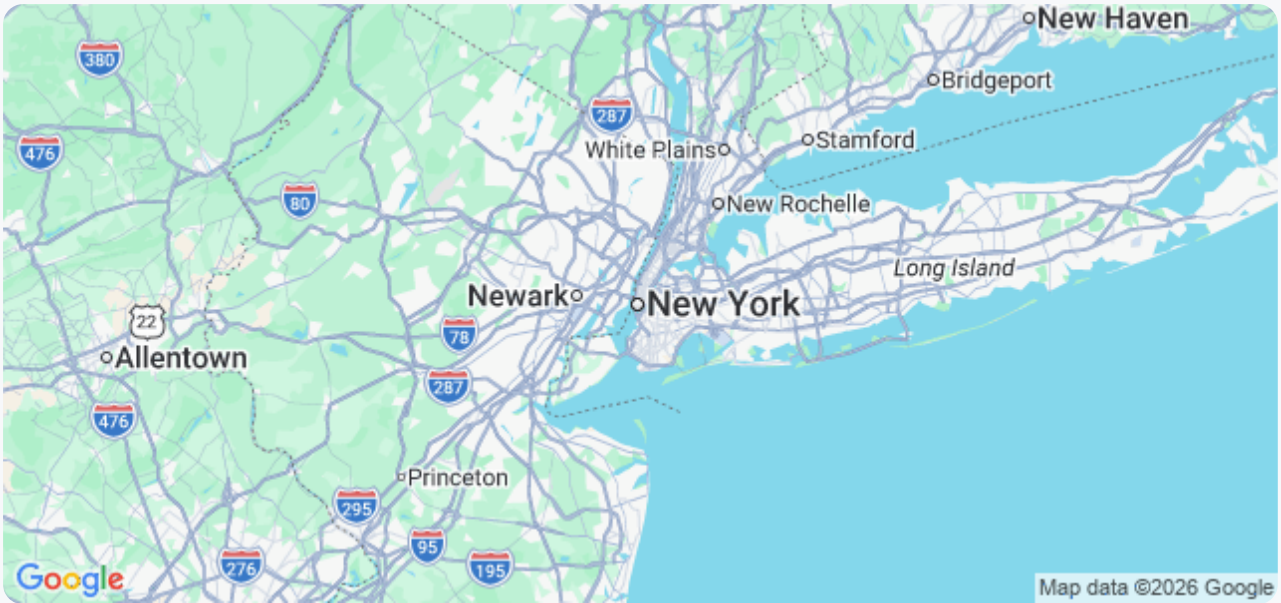
Good

Damaged

Obsolete

## 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...

### 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...

### 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

### 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)

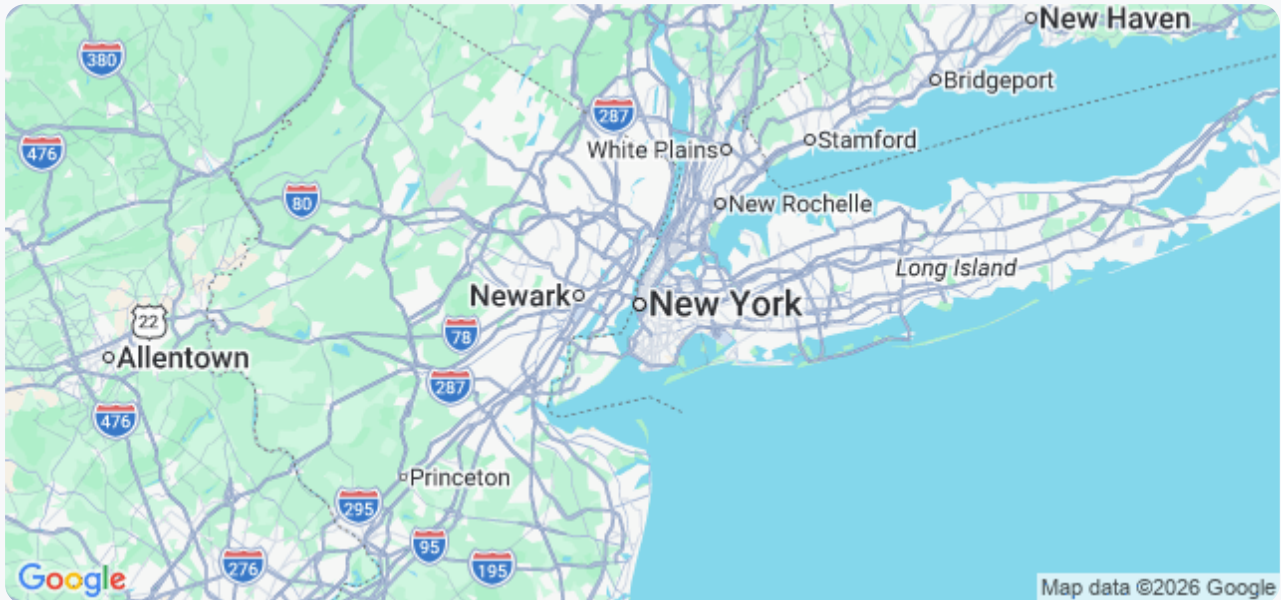
 Upload File

# 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...

### 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...

### 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...

### 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

### 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...

# 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

**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...

### 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...

# Completion & Sign-Off

Final review and authorization of the audit.

## Audit Completion Date

## Audit Completion Time

## Auditor Signature

## Auditor Name

## Reviewer Name

### Reviewer Signature

### Summary of Findings (brief)

Write something...

### Overall Audit Result

- Satisfactory
- Needs Improvement
- Unsatisfactory