



# Jewelry Inventory Security Audit Checklist Template

 Show only Checklist

Display Style  
Default 

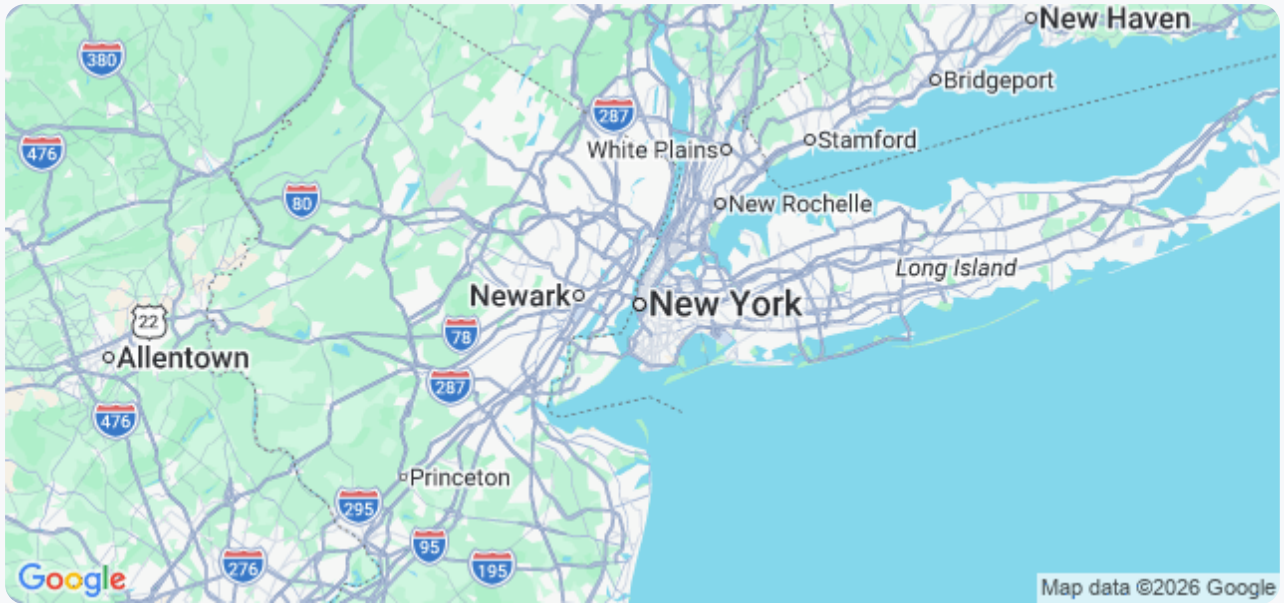
## Initial Assessment & Environment

Evaluates the physical security of the inventory storage area.



## Inventory Storage Location

 [Set My Current Location](#)



## Ambient Temperature (degrees Celsius)

Enter a number...

## Ambient Humidity (%)

Enter a number...

### Lighting Adequacy

- ☐ Adequate
- ☐ Insufficient
- ☐ Needs Improvement

### Ventilation

- ☐ Adequate
- ☐ Insufficient
- ☐ Needs Improvement

### Description of Environmental Conditions

Write something...

## Access Control & Personnel

Reviews procedures and authorizations related to inventory access.

### Number of authorized personnel with access

Enter a number...

**Access control system type (e.g., key, card, biometric)**

- ☐ Key
- ☐ Card
- ☐ Biometric
- ☐ Combination

**Last review of access permissions**

Enter date...

**Two-factor authentication implemented?**

- ☐ Yes
- ☐ No

**Describe visitor access procedure**

Write something...

**Are background checks performed on personnel?**

- ☐ Yes
- ☐ No

**Typical time access is granted**

Enter time...

# Security System Functionality

Confirms the correct operation of alarms, cameras, and other security devices.

**Alarm System Response Time (seconds)**

Enter a number...

**Camera System Functionality**

☐ Fully Functional

☐ Partially Functional

☐ Not Functional

**Motion Sensors Operational?**

☐ Yes

☐ No

☐ N/A

**Last Camera System Maintenance Date**

Enter date...

**Time of Last System Check**

Enter time...

### Door/Window Sensors – Operational?

- ☐ Yes
- ☐ No
- ☐ N/A

### Notes on System Performance or Issues

Write something...

## Inventory Storage Practices

Examines how jewelry is stored, displayed, and handled to minimize risk.

### Safe Combination Change Frequency (Months)

Enter a number...

### Jewelry Storage Method

- ☐ Safes
- ☐ Locked Display Cases
- ☐ Vault
- ☐ Other (Specify in LONG\_TEXT)

### **Describe 'Other' Storage Method (if selected)**

Write something...

### **Jewelry Display Case Locking Mechanism Type**

- ☐ Keyed
- ☐ Combination
- ☐ Electronic
- ☐ Other

### **Describe 'Other' Display Case Locking Mechanism (if selected)**

Write something...

### **Jewelry Inventory Tagging Method**

- ☐ RFID
- ☐ Barcodes
- ☐ Manual Numbering
- ☐ No Tagging

### **Photograph of Jewelry Storage Area**

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## **Record Keeping & Documentation**

Verifies the accuracy and completeness of inventory records and related documentation.

Last Inventory Count Date

Enter a number...

Date of Last Reconciliation

Enter date...

Notes on Discrepancies Found

Write something...

Reconciliation Method Used

☐ Physical Count & Adjustment

☐ System-Generated Report

☐ Cycle Counting

Copy of Last Inventory Report

 Upload File

### Number of Discrepancies Identified

Enter a number...

### Summary of Corrective Actions Taken

Write something...

## Insurance & Risk Management

Confirms insurance coverage is adequate and risk mitigation strategies are in place.

### Current Insurance Coverage Limit (USD)

Enter a number...

### Insurance Provider Name

Write something...

### Insurance Policy Expiration Date

Enter date...

### Description of Covered Risks (e.g., Theft, Fire, Natural Disaster)

Write something...

### Is Inventory Included in Business Interruption Insurance?

- ☐ Yes
- ☐ No
- ☐ Unsure

### Type of Insurance Coverage (e.g., All-Risk, Named Peril)

- ☐ All-Risk
- ☐ Named Peril

### Copy of Insurance Policy (Optional)

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## Employee Training & Procedures

Assesses employee awareness and adherence to security protocols.

### Which security procedures have you been trained on?

- ☐ Alarm Response
- ☐ Safe Opening Protocol
- ☐ Inventory Reconciliation
- ☐ Reporting Suspicious Activity
- ☐ Loss Prevention Techniques

**Date of last security training**

Enter date...

**Employee ID Number**

Enter a number...

**Describe any concerns you have regarding inventory security.**

Write something...

**What is your understanding of the importance of reporting inventory discrepancies?**

- ☐ High
- ☐ Medium
- ☐ Low

**Employee Signature (Acknowledgement of Training)**

## Emergency Response Plan

Reviews procedures for handling theft, loss, or damage incidents.

**Contact Person for Emergencies (Name)**

Write something...

### Emergency Contact Phone Number

Enter a number...

### Date of Last Emergency Drill

Enter date...

### Estimated Time to Secure Premises (in case of alarm)

Enter time...

### Detailed Steps to Follow in Case of Suspected Theft

Write something...

### Which authorities to contact (check all that apply)

- ☐ Local Police
- ☐ Insurance Provider
- ☐ Security Company

### Primary Communication Method during Emergency

- ☐ Phone Call
- ☐ Email
- ☐ Two-Way Radio

### Attach map of escape routes

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## Regular Audits & Reviews

Ensures ongoing security measures are effective and updated.

### Last Audit Date

Enter date...

### Audit Frequency (days)

Enter a number...

### Audit Type

- ☐ Full Inventory
- ☐ Spot Check
- ☐ Security System Test

### Audit Findings/Observations

Write something...

### Corrective Actions Required

- ☐ Yes
- ☐ No

### Description of Corrective Actions

Write something...

### Date of Corrective Action Completion

Enter date...

### Auditor Signature