



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)

Camera System Functionality

- Fully Functional
- Partially Functional
- Not Functional

Motion Sensors Operational?

- Yes
- No
- N/A

Last Camera System Maintenance Date

Time of Last System Check

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

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Number of Discrepancies Identified

Summary of Corrective Actions Taken

Insurance & Risk Management

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

Current Insurance Coverage Limit (USD)

Insurance Provider Name

Insurance Policy Expiration 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