



# Loss Prevention Audit Checklist (Quarterly) - Shrinkage analysis, inventory discrepancies

## Shrinkage Data Review & Analysis

Review of overall shrinkage performance and identification of key areas contributing to losses. Includes analysis of trends and comparison to targets.

### Total Shrinkage (USD)

### Shrinkage as % of Sales

### Target Shrinkage %

### Shrinkage Trend (Compared to Previous Quarter)

- ☐ Increased
- ☐ Decreased
- ☐ Stable

### Summary of Significant Shrinkage Drivers

Write something...

### Key Shrinkage Categories (Select all that apply)

- ☐ Theft (External)
- ☐ Theft (Internal)
- ☐ Administrative Errors
- ☐ Vendor Fraud
- ☐ Damage
- ☐ Obsolescence

### Date of Shrinkage Data Extraction

Enter date...

### Recommendations for Shrinkage Reduction

Write something...

## Inventory Accuracy Assessment

Verification of inventory records against physical counts. Focuses on identifying discrepancies and root causes.

### Cycle Count Frequency (per category)

Enter a number...

### Cycle Count Methodology

- ☐ Manual
- ☐ Automated (e.g., RFID)
- ☐ Hybrid

### Average Discrepancy Value (in \$)

Enter a number...

### Percentage of Items with Discrepancies

Enter a number...

### Description of Recurring Inventory Discrepancies (if any)

Write something...

### Reasons for Inventory Discrepancies (Select all that apply)

- ☐ Data Entry Errors
- ☐ Theft
- ☐ Shipping/Receiving Errors
- ☐ Damage/Obsolescence
- ☐ System Errors
- ☐ Poor Receiving Procedures

### Date of Last Full Physical Inventory

Enter date...

## Summary of Corrective Actions Recommended for Inventory Discrepancies

Write something...

# Point of Sale (POS) Security & Controls

Evaluation of POS system security measures, transaction authorization procedures, and employee training.

## POS System Access Controls - Tiered Access?

- ☐ Yes - Tiered Access Implemented
- ☐ No - Single User Access
- ☐ Partial - Some Tiered Access

## Number of POS Terminals with Dual Control

Enter a number...

## Is Transaction Authorization Required for Voided Transactions?

- ☐ Yes
- ☐ No
- ☐ Sometimes

## Describe any unusual transaction patterns observed during review (e.g., high number of voids, discounts).

Write something...

### Are Employee PINs Regularly Changed?

- ☐ Yes - Per Policy
- ☐ No
- ☐ Unsure

### Upload screenshots of POS system access logs for review (last 24 hours).

 Upload File

### Are end-of-day reconciliation reports reviewed by management?

- ☐ Yes
- ☐ No
- ☐ Occasionally

## Receiving & Stockroom Security

Assessment of receiving processes, stockroom access controls, and procedures for handling damaged or returned goods.

### Are receiving logs maintained and reviewed daily?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

### Number of authorized personnel with stockroom access:

Enter a number...

**Which of the following access controls are in place for the stockroom? (Select all that apply)**

- ☐ Keypad Entry
- ☐ Card Access
- ☐ Biometric Scan
- ☐ Limited Access List
- ☐ None

**Are blind shipments utilized for high-risk merchandise?**

- ☐ Yes
- ☐ No
- ☐ Not Applicable

**Describe any discrepancies found during stock counts and the corrective actions taken:**

Write something...


**Are damaged goods clearly identified and segregated?**

- ☐ Yes
- ☐ No
- ☐ Not Applicable

**Date of last comprehensive stockroom security review:**

Enter date...

**Upload any photos showing stockroom security vulnerabilities (e.g., unsecured doors, poorly lit areas).**

 Upload File

## Returns & Exchanges Procedures

Review of return and exchange policies, verification processes, and potential for fraudulent returns.

**Is there a documented return/exchange policy?**

☐ Yes

☐ No

☐ N/A

**Briefly describe the return/exchange policy.**

Write something...

**Average number of returns/exchanges processed daily.**

Enter a number...

**Who is authorized to process returns/exchanges?**

☐ All Employees

☐ Designated Employees Only

☐ Management Only

☐ Other (Specify)

**If 'Other' selected above, please specify who is authorized.**

Write something...

**What forms of ID are required for returns/exchanges?**

- ☐ Government Issued Photo ID
- ☐ Store Credit Card
- ☐ Receipt
- ☐ Other (Specify)

**If 'Other' selected above, please specify what forms of ID are accepted.**

Write something...

**Are returns/exchanges logged in a centralized system?**

- ☐ Yes
- ☐ No

**Describe the logging system used for returns/exchanges. (If applicable)**

Write something...

## Employee Awareness & Training

Verification of employee training programs related to loss prevention, security protocols, and ethical conduct.



### Last Loss Prevention Training Completion Date

- ☐ Within Last 3 Months
- ☐ 3-6 Months Ago
- ☐ 6-12 Months Ago
- ☐ Over 12 Months Ago

### Number of Employees Trained in Loss Prevention Procedures This Quarter

Enter a number...

### Summary of Topics Covered in Recent Loss Prevention Training

Write something...

### Which of the following topics were included in the training?

- ☐ Shoplifting Awareness
- ☐ Internal Theft Prevention
- ☐ Fraudulent Returns
- ☐ POS Security
- ☐ Inventory Control
- ☐ Cybersecurity Awareness

### Method of Training Delivery

- ☐ In-Person
- ☐ Online (Self-Paced)
- ☐ Online (Instructor-Led)
- ☐ Combination

### Upload Training Record/Attendance Sheet (If Applicable)

 Upload File

**Describe any feedback received from employees regarding the effectiveness of loss prevention training.**

Write something...

## Physical Security & Surveillance

Evaluation of physical security measures, including surveillance systems, alarm systems, and access controls.

### Number of Operational Security Cameras

Enter a number...

### Camera System Type (e.g., IP, Analog)

☐

IP

☐

Analog

☐

Other

### Describe camera coverage of high-risk areas (entrances, exits, cash wrap)

Write something...

**Are camera recordings reviewed regularly?**

- ☐ Yes
- ☐ No
- ☐ Occasionally

**Number of days recordings are retained**

Enter a number...

**Date of last camera system maintenance check**

Enter date...

**Which access control measures are in place for stockroom/storage areas?**

- ☐ Keycard access
- ☐ Numeric keypad
- ☐ Limited employee access
- ☐ None

## Location of Security Control Panel

 [Set My Current Location](#)



**Describe any blind spots in the store's surveillance coverage.**

Write something...

## High-Risk Merchandise Handling

Specific review of procedures and controls for high-value or frequently stolen merchandise.

**Identify High-Risk Merchandise Categories (e.g., Electronics, Apparel, Cosmetics)**

- ☐ Electronics
- ☐ Apparel
- ☐ Cosmetics
- ☐ Jewelry
- ☐ Footwear
- ☐ Accessories
- ☐ Other (Specify in LONG\_TEXT)

**If 'Other' selected above, please specify high-risk merchandise categories:**

Write something...

**Number of EAS (Electronic Article Surveillance) tags applied to high-risk items:**

Enter a number...

**EAS tag placement methodology for high-risk items:**

- ☐ Standard Placement
- ☐ Randomized Placement
- ☐ Vendor Recommended
- ☐ Other (Specify in LONG\_TEXT)

**If 'Other' selected for EAS tag placement, please specify:**

Write something...

### Security cages or display cases used for high-risk items?

- ☐ Yes
- ☐ No
- ☐ Partial (Specify in LONG\_TEXT)

### If 'Partial' selected above, describe areas where security cages/cases are used:

Write something...

### Frequency of high-risk merchandise restock (days/weeks):

Enter a number...

### Date of last high-risk merchandise security procedure review:

Enter date...

## Data Analytics & Reporting

Assessment of data collection and reporting capabilities for loss prevention analysis and performance tracking.

### Shrinkage Percentage (Current Quarter)

Enter a number...

### Shrinkage Percentage (Previous Quarter)

Enter a number...

**Shrinkage Percentage (Target/Budget)**

Enter a number...

**Reporting Frequency (Shrinkage Data)**

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly

**Key Metrics Tracked in Loss Prevention Reporting**

- ☐ Unit Sales
- ☐ Transaction Count
- ☐ Average Transaction Value
- ☐ Inventory Turns
- ☐ Return Rate
- ☐ Loss/Theft Incident Reports


**Summary of Significant Trends or Anomalies Identified in Data Analysis**

Write something...

**Date of Last Data Analysis Review Meeting**

Enter date...

**Upload Shrinkage Data Report (e.g., Excel, PDF)**

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