



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...

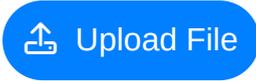
Are damaged goods clearly identified and segregated?

- 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)

 Upload File