



# Theft Prevention Measures Checklist (Monthly) - includes tag security, POS procedures

## Tag Security - EAS (Electronic Article Surveillance)

Focuses on the functionality, placement, and overall security of EAS tags and systems.

**Number of EAS antennas operational and functioning.**

**Antenna Status Check: Is each antenna detecting tags?**

☐ Yes

☐ No

**Notes on any antenna malfunctions or issues detected.**

**Frequency of EAS system self-tests completed (per manufacturer guidelines).**

**Date of last full EAS system diagnostic test.**

Enter date...

**Battery Backup Functionality: Was the battery backup system tested?**

- ☐ Yes
- ☐ No
- ☐ N/A

**Record any issues found during EAS self tests.**

Write something...

## Tag Application & Verification

Ensures tags are correctly applied to merchandise and their effectiveness is regularly checked.

**Number of Items Tagged Incorrectly Found (Review of 25 Random Items)**

Enter a number...

**Tag Type Being Used (e.g., Hard Tag, RF, AM)**

- ☐ Hard Tag
- ☐ RF (Radio Frequency)
- ☐ AM (Acoustic Magnetic)
- ☐ Spider Wrap

### Number of Mismatched Tag Types Found (during random spot check)

Enter a number...

### Common Tag Application Errors Observed (Check all that apply)

- ☐ Tag Placement Incorrect (e.g., too close to seam)
- ☐ Tag Not Securely Attached
- ☐ Tag Face Obstructed
- ☐ Incorrect Tag Size Used
- ☐ No tag applied at all

### Tag Detector Test Result (Pass/Fail)

- ☐ Pass
- ☐ Fail

### Notes/Comments on Tag Application & Verification Issues

Write something...

### Date of Last Tag Application Procedure Review

Enter date...

## POS (Point of Sale) Procedures - Tag Detachment

Covers proper procedures for tag removal at the point of sale to prevent accidental or intentional bypassing.

**Verify Tag Detachment Functionality:**

- ☐ Functioning Correctly
- ☐ Needs Repair/Maintenance
- ☐ Not Applicable (No EAS)

**Number of POS Terminals Tested:****Tag Detachment Confirmation Protocol Followed?**

- ☐ Yes
- ☐ No

**Describe any issues encountered during tag detachment testing:****Staff Trained on Tag Detachment Procedures?**

- ☐ Yes
- ☐ No
- ☐ Needs Retraining

**Date of Last Tag Detachment Procedure Training:**

### Which steps of the tag detachment procedure are regularly missed?

- ☐ Visual Inspection of Tag
- ☐ Confirming Tag Removal
- ☐ Confirmation with Supervisor
- ☐ Scanning for Tag Residue
- ☐ None

## POS Procedures - Transaction Validation

Focuses on steps taken to verify transactions and prevent fraudulent activity during the checkout process.

### Verify Customer ID for Transactions Over \$X (e.g., \$50)

- ☐ Always
- ☐ When Suspicious
- ☐ Never

### Number of Voided Transactions (Review for patterns)

### Number of Override Codes Used (Review for unusual patterns)

### Which Payment Types Require Manager Approval?

- ☐ Credit Cards
- ☐ Debit Cards
- ☐ Checks
- ☐ Gift Cards
- ☐ Mobile Payments

### Summary of any unusual transaction activity observed during shift. (e.g., high number of declined cards, suspicious customer behavior)

Write something...

### Was the Cash Drawer Reconciliation Completed & Signed-Off?

- ☐ Yes
- ☐ No

### Date of Cash Drawer Reconciliation

Enter date...

## Return & Exchange Procedures

Reviews processes for handling returns and exchanges to minimize opportunities for theft or return fraud.

### Number of Returns/Exchanges Processed This Month

Enter a number...

### Method for Verifying Return Authorization (if applicable)

- ☐ Email Confirmation
- ☐ Phone Call
- ☐ In-Store Verification
- ☐ No Authorization Required

### Notes on any Unusual Return Patterns (e.g., large volume of same item, suspicious behavior)

Write something...

### Procedure for Handling Items Without Original Tags/Receipts

- ☐ Deny Return
- ☐ Manager Approval Required
- ☐ Store Credit Only
- ☐ Other (Specify in Notes)

### Describe the current policy for verifying identification during returns/exchanges.

Write something...

### Is a Return/Exchange Log Maintained?

- ☐ Yes
- ☐ No

**Record any instances where a return/exchange was flagged as potentially fraudulent. Describe the situation and resolution.**

Write something...

**Date of Last Audit of Return/Exchange Logs (if applicable)**

Enter date...

## Inventory Reconciliation & Loss Prevention

Addresses regular inventory checks and analysis of discrepancies to identify potential areas of loss.

**Review Inventory Discrepancy Count (This Month)**

Enter a number...

**Summary of Significant Inventory Discrepancies Identified**

Write something...

**Discrepancy Categories Investigated (Select all that apply)**

- ☐ Missing Items
- ☐ Damaged Goods
- ☐ Incorrect Counts
- ☐ Pricing Errors
- ☐ Returns/Exchanges Issues



### Date of Last Physical Inventory Count/Cycle Count

Enter date...

### Value of Inventory Loss (Estimated)

Enter a number...

### Summary of Corrective Actions Taken to Address Inventory Losses

Write something...

### Method Used for Inventory Reconciliation

- ☐ Cycle Counting
- ☐ Full Physical Inventory
- ☐ Variance Analysis

### Description of any trends noticed in inventory discrepancies.

Write something...

## Staff Training & Awareness

Ensures all staff members are trained on theft prevention protocols and remain vigilant.

**Which theft prevention training modules have staff completed this month?**

- ☐ Tag Application Best Practices
- ☐ POS Security Protocols
- ☐ Return Fraud Awareness
- ☐ Customer Observation Techniques
- ☐ Shoplifting Indicators
- ☐ Emergency Response Procedures

**Summary of recent theft prevention training refreshers conducted (date, topic, attendees).**

Write something...

**Number of staff members who have received theft prevention training this month.**

Enter a number...

**Overall, how would you rate staff awareness of theft prevention measures?**

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

**Record any specific incidents of theft or suspicious activity reported by staff this month (even if not confirmed).**

Write something...

**Date of last full staff meeting where theft prevention was discussed.**

Enter date...

**Upload training attendance records or sign-in sheets.**

 Upload File