



Inventory Audit Checklist

Complete

Score	8 / 9 (88.89%)	Flagged items	0	Actions	0
Document No.					265
Conducted on					23 Nov 2023 09:55 PST
Prepared by					Puck Vita
Location					Los Angeles, CA, USA (34.0549076, -118.242643)
Personnel					Linsie Nonhle Mawuli Kelemen Oleksiy Hilde Eutimio Nero

Audit

8 / 9 (88.89%)

When was the last inventory audit?

16 Oct 2023 00:00 PST

Who performed the last inventory audit?

Kaitlyn Luisina

Is there a inventory action plan visible?

N/A

The action plan is under formal review, but for now, the current plan is still being used.

Is the inventory properly stocked for company needs?

Yes

When was the last time there were inventory problems such as overstocking or understocking?

18 Sep 2023 00:00 PST

Are the necessary sensors, monitoring devices, and trackers working as intended?

No

The temperature sensors are not working. They've been broken since last week but they still haven't been replaced.

Can the inventory manager and their staff tell you about their focus areas during audits?

Yes

Are the entrance and exit doors operational?

Yes

Have the necessary locks been used for all relevant storages?

Yes

Do all staff purchases have a receipt attached, and are they easily accessible and recorded for reference?

Yes

They were scanned and uploaded into the cloud.

Are the inventory scales in use? Try to witness write-offs taking place.

Yes

Have all consumables been written off correctly?

Yes

Are staff lockers locked at all times and secure?

Yes

Sign Off

Puck Vita
23 Nov 2023 10:03 PST