

Convenience Store Operations Audit Form

Store Information

Store Name

Location

Auditor

Date

Opening Procedures

Task	Completed	Remarks
Store Cleanliness Checked	<input type="text"/>	<input type="text"/>
Cash Register Balancing	<input type="text"/>	<input type="text"/>
Display Stocked	<input type="text"/>	<input type="text"/>

Inventory Control

Item	In Stock	Remarks
Essential Items (Milk, Bread, etc.)	<input type="text"/>	<input type="text"/>
Freshness of Perishables Checked	<input type="text"/>	<input type="text"/>

Customer Service

Criteria	Met	Remarks
Greeting Customers	<input type="text"/>	<input type="text"/>

Staff Appearance	<div><div></div><div></div></div>	<div></div>
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Store Condition

Area	Condition	Remarks
Sales Floor	<div><div></div><div></div></div>	<div></div>
Restrooms	<div><div></div><div></div></div>	<div></div>
Exterior	<div><div></div><div></div></div>	<div></div>

Closing Procedures

Task	Completed	Remarks
Cash Register Closing	<div><div></div><div></div></div>	<div></div>
Securing Facility	<div><div></div><div></div></div>	<div></div>

Additional Comments

Auditor Signature