Inventory Audit Checklist Template

Basic Information

Location	
Date of Audit	
Auditor(s)	

Pre-Audit Preparation

Inventory records are up to date

Staff is informed of audit schedule

Physical inventory area is clean and organized

All products are labelled and accessible

Inventory Checks

Item Name/Code	Recorded Quantity	Physical Count	Variance	Remarks

Post-Audit Tasks

Document discrepancies and reasons

Update inventory records as necessary

Report findings to management

Store audit documents securely

Auditor's Signature

Name	Signature	Date