

FREE PRACTICAL TEMPLATE

INTERNAL AUDIT RESOURCE LIBRARY

RETAIL AUDIT

Retail Store Audit Summary Template

A concise template for summarizing store audit scores, critical issues, photos and management actions.



How to use this template

This template is designed as a practical starting point for retail store audit summary. Complete only the fields that add value to your methodology, keep evidence references traceable, and adapt terminology to your organization. The goal is consistency without turning documentation into bureaucracy.

STORE	COUNTRY / CITY
AUDIT DATE	STORE MANAGER
AUDITOR	OVERALL SCORE

GOOD TEMPLATE DISCIPLINE

- Write for the next reviewer, not only for yourself.
- Separate facts, management explanation and auditor judgment.
- Reference evidence rather than pasting everything into the form.
- Record changes to scope, ownership or conclusion as they occur.

Scorecard

CASH / POS

INVENTORY

OPERATIONS / VISUAL STANDARDS

Critical observations

ISSUE / EVIDENCE

RISK / CUSTOMER IMPACT

PHOTO REFERENCE

Action plan

IMMEDIATE ACTIONS

OWNER / DUE DATE

FOLLOW-UP VISIT / EVIDENCE

Working table

Item / topic	Owner	Due / date	Status	Notes / evidence

EXAMPLE SCENARIO

Overall score 76%. Critical issue: stockroom access not restricted and 4 damaged testers not recorded. Actions assigned to Store Manager within 14 days.

Scorecard - example

CASH / POS

Example entry: Overall score 76%. Critical issue: stockroom access not restricted and 4 damaged testers not recorded. Actions assigned to Store Manager within 14 days.

INVENTORY

Document the specific evidence, rationale and owner relevant to this field.

OPERATIONS / VISUAL STANDARDS

Document the specific evidence, rationale and owner relevant to this field.

EXAMPLE NOTE

Examples are intentionally simplified. In a real audit file, keep the wording specific enough that another auditor can understand what happened, why it matters and which evidence supports the conclusion.

Completion & sign-off

Final quality check

- ☐ All mandatory fields are complete or clearly marked not applicable.
- ☐ Evidence references are traceable to the audit file.
- ☐ Important judgments and scope changes are documented.
- ☐ Open items have an owner and target date.
- ☐ The conclusion is consistent with the evidence recorded.
- ☐ Reviewer comments have been resolved or carried forward.

SIGN-OFF / FINAL NOTES

PREPARED BY / DATE

REVIEWED BY / DATE

FINAL CONCLUSION / DECISION

OUTSTANDING FOLLOW-UP

Resource note: This is a practical learning aid, not formal professional guidance. Adapt it to applicable standards, regulation and your audit methodology.