



# **General Store Audit**

conducted for

# **Feeline Apparel Co.**

**Conducted Date and Time**

13 Sep 2018 04:01 PM

**Inspector / Manager's Full Name**

Carl Joe Francisio

**Location**

310 Glenneyre St, Laguna Beach, CA 92651, USA

**Completed on**



13 Sep 2018 04:39 PM

**Score**

31/36.0 - 86.11%

## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Are all product stocks available?	No	I was looking for small size shirt but no stock available
Does the layout of the display work?	No	This is unpleasant set-up
 <p>Appendix 1</p>		
Is the material displayed appropriately?	No	I saw a mixed clothes in the display rack
 <p>Appendix 2</p>		
Do all employees wear appropriate uniform?	No	Rhina forgot to wear her name tag
Are lighting systems in good condition?	No	There is a busted light at the back of the store

## Actions

#1. Change the busted light at the back of the store

Assignee: jason@feeline.com

Priority: HIGH



Due Date: 13 Sep 2018 05:25 PM


Audit: Feeline Apparel Co. / 13 Sep 2018 / Carl Joe Francisio

Linked to item: Are lighting systems in good condition?


Status: To Do

## Audit - 31/36 86.11%

Question	Response	Details
<b>PRODUCTS</b>		Score (4/5) 80.00%
Are all products on display up to date and damage free?	Yes	
Do all products meet appropriate branding standards?	Yes	
Are all products available for testing and demonstration?	Yes	
Are all product stocks available?	No	I was looking for small size shirt but no stock available
Does the display observe proper safety protocol?	Yes	
<b>LAYOUT</b>		Score (2/3) 66.67%
Does the layout of the display work?	No	This is unpleasant set-up
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Appendix 1</p> </div> </div>		
<p>REFERENCE: Good display layout            [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> <div style="text-align: center;">  </div>		
Are the shelves fully stocked?	Yes	

Question	Response	Details
Is overcrowding not an issue during the showroom's busiest hours?	Yes	
Are complementary products displayed together / nearby?	N/A	
<b>POS MATERIAL</b>		Score (3/4) 75.00%
Is there enough promotional material?	Yes	
Is it up to date?	Yes	
Do the branding elements deliver as required?	Yes	
Is the material displayed appropriately?	No	I saw a mixed clothes in the display rack
 <p>Appendix 2</p>		
<b>WINDOW DISPLAY</b>		Score (3/3) 100.00%
Does the window display encourage the consumer to step into the showroom?	Yes	
Does the window display enable the consumer to visualize the product in their home or office?	Yes	
Are displays clean and free from dust?	Yes	
<b>TRAINING</b>		Score (4/4) 100.00%
Do all employees practice company protocols?	Yes	All staff adhere to company protocols
Are all employees aware of emergency procedures?	Yes	
Are all employees aware of security procedures?	Yes	
Do all employees have undergone proper training regarding safety regulations?	Yes	

Question	Response	Details
<b>EMPLOYEES</b>		Score (2/3) 66.67%
Do all employees wear appropriate uniform?	No	Rhina forgot to wear her name tag
Are all employees instructed on safe/proper use of products?	Yes	
Do all employees have enough knowledge about the products?	Yes	
<b>FACILITIES</b>		Score (6/7) 85.71%
Are there visible signs that direct the customer to the entrance?	Yes	
Floor coverings in good condition?	Yes	
Are lighting systems in good condition?	No	There is a busted light at the back of the store
Are all cords anchored or covered?	Yes	
Are the entrances and exits unobstructed?	Yes	
Are the shopping carts in good working condition?	Yes	
Is the parking lot clear of debris?	Yes	
<b>MATERIAL STORAGE</b>		Score (3/3) 100.00%
Are all materials stored safely?	Yes	
Are storage racks and shelves capable of supporting the intended load?	Yes	
Are storage racks secured from failing?	Yes	
<b>ELECTRICAL SYSTEMS</b>		Score (4/4) 100.00%
Are all cord and cable connections intact and secure?	Yes	
Are electrical outlets free of overload?	Yes	
Is the area around electrical panels and breakers free from obstructions?	Yes	
Are high-voltage electrical service rooms kept locked?	Yes	

Question	Response	Details	
<b>COMPLETION</b>			
Other comments / Notes	<ul style="list-style-type: none"> <li>• Keep track on stock inventory and request for immediate replenish on frequently sold out items</li> <li>• Keep your display layout pleasing and comfortable for your customers</li> <li>• Immediately change busted light or damaged items</li> </ul>		
Inspector / Manager's Full Name and Signature	Carl Joe Francisio	13 Sep 2018 04:43 PM	

## Media



Appendix 1



Appendix 2