Ashford Business Services Ltd

Retail store loss prevention checklist

Daily shrinkage controls - the small checks that protect margin.

Date	9 November 2026
Checked by	Sarah Mitchell

Checks

Check	Yes	No	N/A
CCTV system recording and cameras unobstructed	☐	☐	☐
High-value items tagged / in locked displays	☐	☐	☐
Fitting room counts done (items in = items out)	☐	☐	☐
Refunds checked against receipts	☐	☐	☐
Deliveries checked against paperwork before signing	☐	☐	☐
Staff bags stored away from shop floor	☐	☐	☐
End-of-day cash handling followed the procedure	☐	☐	☐
Alarms set and premises secured	☐	☐	☐

Actions required

List any issues found and what was done as agreed at the meeting.

Sign-off

Checked by	Signature	Date