GROCERY AND SUPERMARKETS · STORE AUDIT

Grocery and supermarket store audit checklist

A store audit built for food retail: front end, shelves, fresh departments, chilled and frozen, backroom and safety. Food-safety and safety items carry the most weight.

STORE / LOCATION	AUDIT DATE	AUDITOR

STORE MANAGER	FRESH DEPARTMENTS IN THIS STORE

Mark each item Pass, Fail or N/A. For every Fail, write the issue in the table at the end with an owner, a due date and a photo reference if it helps.

1 Entrance, carts and front end

#	ITEM	W	PASS	FAIL	N/A	NOTES
1	Carts and baskets are available, clean and tidy.	1	☐	☐	☐	
2	Entrance doors, mats and walkways are clear and dry.	2	☐	☐	☐	
3	Open checkout lanes match the staffing plan for the time of day.	2	☐	☐	☐	
4	Bags, receipt paper and supplies are stocked at every open lane.	1	☐	☐	☐	
5	Impulse displays at the front are tidy, priced and in date.	1	☐	☐	☐	
6	Scales at checkout and in departments show a current inspection seal, where required locally.	2	☐	☐	☐	

2 Aisles and shelves

#	ITEM	W	PASS	FAIL	N/A	NOTES
7	Shelves are full and faced, with no empty gaps on top-selling lines.	2	☐	☐	☐	
8	The layout follows the planogram in three sampled categories.	2	☐	☐	☐	
9	Shelf labels match the price at the register on ten sampled items. Write how many were wrong.	3	☐	☐	☐	
10	This week's promotions are set up as planned, with correct signs.	2	☐	☐	☐	
11	Out-of-stock spots have a tag or are cleared.	1	☐	☐	☐	
12	Damaged, leaking or open packs are removed from shelves.	2	☐	☐	☐	
13	No product is past its date on five sampled shelves. For example dairy, ready meals, baby food. Check the date codes.	3	☐	☐	☐	
14	Aisles are clear of pallets, cages and boxes during trading hours.	2	☐	☐	☐	
15	Spills are cleaned up quickly and wet-floor signs are used.	2	☐	☐	☐	

3 Fresh departments: produce, bakery, deli, meat and fish

#	ITEM	W	PASS	FAIL	N/A	NOTES
16	Produce is fresh, rotated oldest first and free of spoiled items.	2	☐	☐	☐	
17	Chilled display cases are within the store's temperature limits and not loaded above the load line. US FDA Food Code: cold-held food at 41 °F (5 °C) or below; keep frozen food frozen (0 °F / −18 °C is the usual target). Use your local rule.	3	☐	☐	☐	
18	Hot-held food (deli, rotisserie) is at the required temperature. US FDA Food Code: hot-held food at 135 °F (57 °C) or above. Some local codes use 140 °F (60 °C). Use your local rule.	3	☐	☐	☐	
19	Hand-wash sinks have soap and paper towels and are not blocked.	3	☐	☐	☐	
20	Cutting boards, knives and slicers are cleaned between products as per the plan.	3	☐	☐	☐	
21	Raw and ready-to-eat foods are kept apart.	3	☐	☐	☐	
22	Labels show the product name, date and allergen information where required.	3	☐	☐	☐	
23	Sanitizer is at the right strength; the test strip is checked and recorded.	2	☐	☐	☐	
24	Fresh-department staff wear clean uniforms and hair covering and wash hands as required.	2	☐	☐	☐	

4 Chilled and frozen

#	ITEM	W	PASS	FAIL	N/A	NOTES
25	Temperatures for every cabinet and cold room have been read and logged today.	3	☐	☐	☐	
26	All readings are within the store's limits. US FDA Food Code: cold-held food at 41 °F (5 °C) or below; keep frozen food frozen (0 °F / −18 °C is the usual target). Use your local rule.	3	☐	☐	☐	
27	Doors, lids and seals close fully.	2	☐	☐	☐	
28	Cabinets are not overloaded and airflow is not blocked.	2	☐	☐	☐	
29	Where a unit was out of range, the action taken is recorded.	3	☐	☐	☐	
30	Alarms or temperature monitoring work and the last test is recorded.	2	☐	☐	☐	
31	There is no heavy ice build-up in freezers or on products.	1	☐	☐	☐	

5 Backroom, receiving and waste

#	ITEM	W	PASS	FAIL	N/A	NOTES
32	Deliveries are checked against the order; chilled and frozen temperatures are checked on arrival.	3	☐	☐	☐	
33	Chilled and frozen goods are put away promptly; nothing is left on the dock.	3	☐	☐	☐	
34	Stock is rotated oldest first.	2	☐	☐	☐	
35	Stock is off the floor and shelving is stable.	1	☐	☐	☐	
36	Chemicals and cleaning products are stored away from food.	3	☐	☐	☐	
37	Waste and cardboard are handled and bins are not overflowing.	2	☐	☐	☐	
38	There is no sign of pests and the pest-control visit log is up to date.	3	☐	☐	☐	

6 Safety and security

#	ITEM	W	PASS	FAIL	N/A	NOTES
39	Fire exits are clear and unlocked from inside.	3	☐	☐	☐	
40	Fire extinguishers are in date and easy to reach.	3	☐	☐	☐	
41	The first-aid kit and spill kit are available and stocked.	2	☐	☐	☐	
42	There are no trip hazards: loose mats, cables or stacked boxes.	2	☐	☐	☐	
43	Pallet jacks, ladders and cage trolleys are stored and used safely.	2	☐	☐	☐	
44	Cameras and the alarm (if fitted) are working.	1	☐	☐	☐	
45	Cash office and safe procedures are followed.	2	☐	☐	☐	

7 Team and customer service

#	ITEM	W	PASS	FAIL	N/A	NOTES
46	The team wears uniforms and name badges.	1	☐	☐	☐	
47	Customers are greeted and helped; the service desk is staffed.	2	☐	☐	☐	
48	Staff can answer where-do-I-find questions and promotion questions.	1	☐	☐	☐	
49	Food-safety and manual-handling training records are current where required.	2	☐	☐	☐	

Score. W is the weight of each item: 1 normal, 2 important, 3 critical. Add up the weights of the Pass items and of the Fail items; leave N/A out. Score = Pass weights ÷ (Pass weights + Fail weights) × 100.

Pass weights _____ ÷ (_____ + Fail weights _____) = _____ % Critical (W3) items failed: _____

Issues to fix

#	ISSUE (WHAT AND WHERE)	OWNER	DUE DATE	PHOTO REF.	DONE
1					
2					
3					
4					
5					
6					
7					
8					

COMPLETED BY (NAME AND SIGNATURE) | REVIEWED BY (MANAGER) | DATE

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A starting point, not legal advice. Adapt it to your local food-safety rules and your own food-safety (HACCP) plan. Temperature figures follow the US FDA Food Code (2026 edition); state and local rules can differ, so use the limits that apply where you operate.