

## STORE VIDEO SURVEILLANCE AUDIT

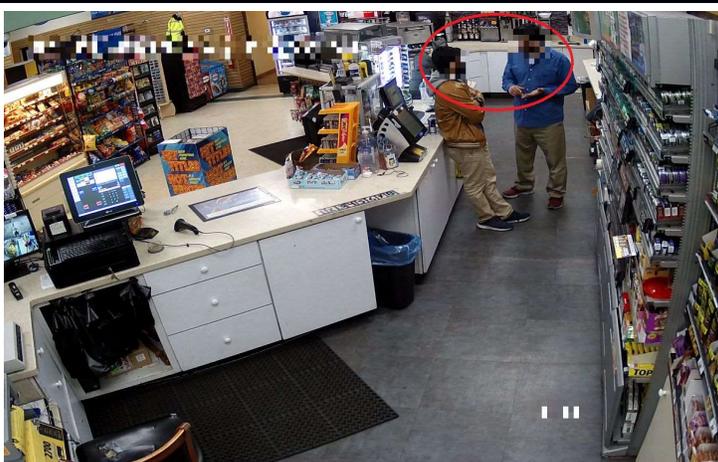
**Store Location:**
**Audit Period:**
**Summary: -**

- ◆ The store **Failed** this week's Staff performance and Facility performance.( 12 out of 13 )
- ◆ The store **Failed** this week's Loss prevention audit( 7 out of 7 )
- ◆ Many customers were observed consuming items without paying for it. ( 14 )
- ◆ Cash was not secured inside cash drawer properly which is a non-safe procedure. (01 incident captured)
- ◆ Employees were involved in non-related work activity. (01 incident captured)

Video Recording Equipment Working	<b>No</b>	
Point of Sale Working	YES	
Staff Performance	YES/NO	COUNTS
Was Staff in PROPER Uniform? (Proper Shirt/Pants/Name Badge	<b>No</b>	<b>0</b>
Was staff involved in any work related activities unless on break?	<b>No</b>	<b>1</b>
Was staff involved in following all Safety measures? (Safety Jacket, Smoking at pump/store)	<b>No</b>	<b>1</b>
Was all staff helping customer in front, if there were waiting?	<b>No</b>	<b>1</b>
Did Staff Check ID of Customers Purchasing Tobacco and or Alcoholic Beverages?	<b>No</b>	<b>1</b>
Was Staff noted to be using hygiene procedures?	<b>No</b>	<b>1</b>
Facility Performance		
Was Facility Fully Staffed?	<b>No</b>	<b>1</b>
Was the Facility Clean?	<b>No</b>	<b>1</b>
Was the facility open or attended all the time?	<b>No</b>	<b>1</b>
Was the backroom clean & organized?	<b>N/A</b>	<b>0</b>
Were floors clean & tidy? (mopped & wet floor sign used)	<b>No</b>	<b>1</b>
Was trash from the waste containers timely disposed?	<b>No</b>	<b>1</b>
Were walk-in coolers, coffee containers & other product display appear to have ample proportion?	<b>No</b>	<b>1</b>
<b>Staff &amp; Facility performance issue count</b>		<b>12</b>
Loss Prevention Performance		
Was all Product Rung Up?	<b>No</b>	<b>1</b>
Was Staff noted to Properly Pay for Items consumed?	<b>No</b>	<b>1</b>
Was Customer's noted to Properly Pay for items consumed?	<b>No</b>	<b>1</b>
Was cash secured inside the cash drawer?	<b>No</b>	<b>1</b>
Was Drawer always opened with means to complete a sale?	<b>No</b>	<b>1</b>
Were all activities observed in the store customary (Unsuspicious)? (Police/Property damage)	<b>No</b>	<b>1</b>
Were all entries authorized in the restricted area? (Back room/POS)	<b>No</b>	<b>1</b>
Did Facility Pass or Fail Loss Prevention Check	<b>FAIL</b>	
<b>Loss Prevention Performance issue count</b>		<b>7</b>
NOTES/ATTACH PROOF PHOTOS/TRANSACTION COPIES		

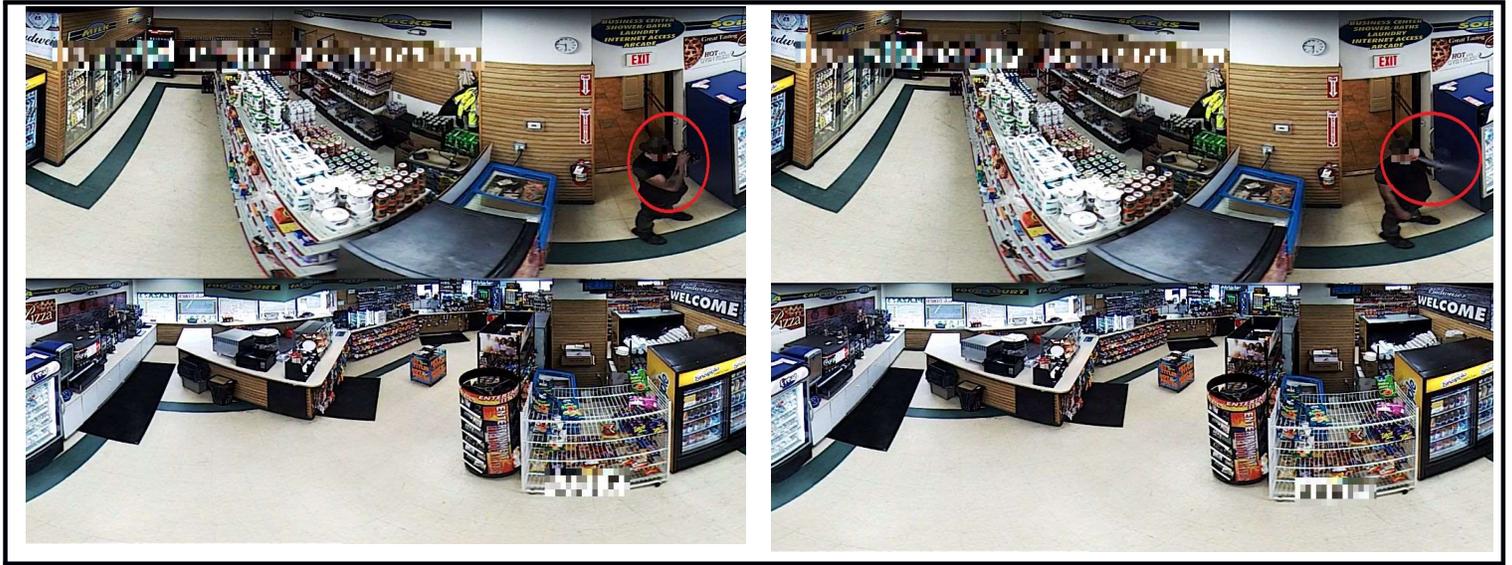
**Notes:-**

- Appreciate if access of receipts can be provided so transaction can be verified against the same for precise audit.
- No record file was observed for IP CAMERA & playback failed for OFFICE CAMERA.
- Please inform employee uniform set as per company compliance as different employees were observed wearing different clothes during the audit period.
- The customer was observed playing lottery.



Camera Name: - REG1 Date: 04/21/19  
Time: - 20:57

The employee was observed involved in non-related activities during operational hours.



Camera Name: -  Date:   
Time: - 18:02

The highlighted person was observed smoking inside the store.



Camera Name: - FOOD4 Date: 04/24/19  
Time: - 15:00

Long Queue of customers was observed during afternoon hours.



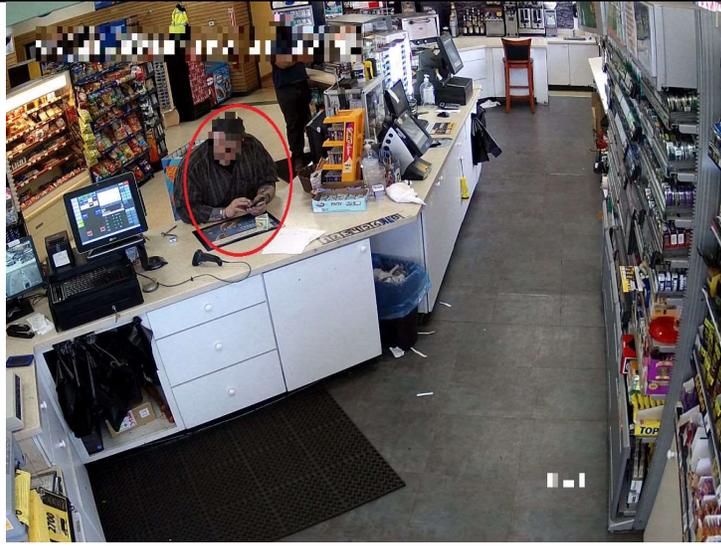
Camera Name: - REG1 Date: 04/09/19  
Time: - 12:44

Employee did not check ID for cigarette.



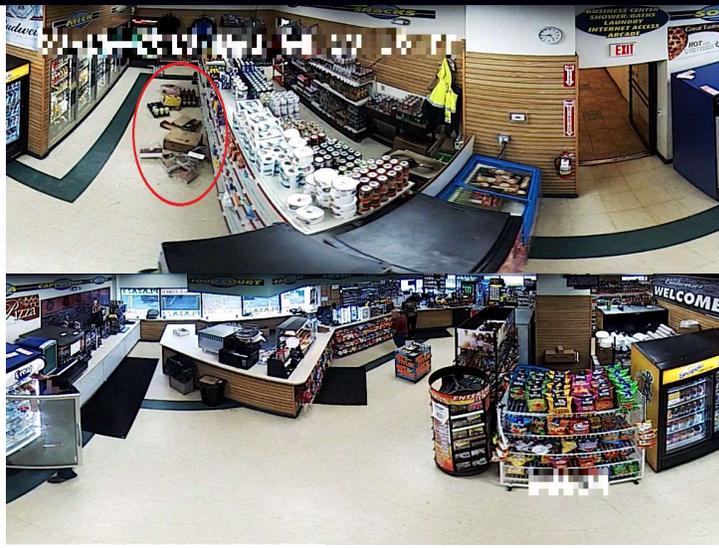
Camera Name: - REG2 Date: 04/19/19  
Time: - 14:01

Employee was observed not using gloves during preparation of food.



Camera Name: - REG1 Date: 04/23/19  
Time: - 15:30

Customer was observed waiting for a longer period of time.



Camera Name: - FOOD4 Date: 03/20/19  
 Time: - 16:59

Store floor was not clean.



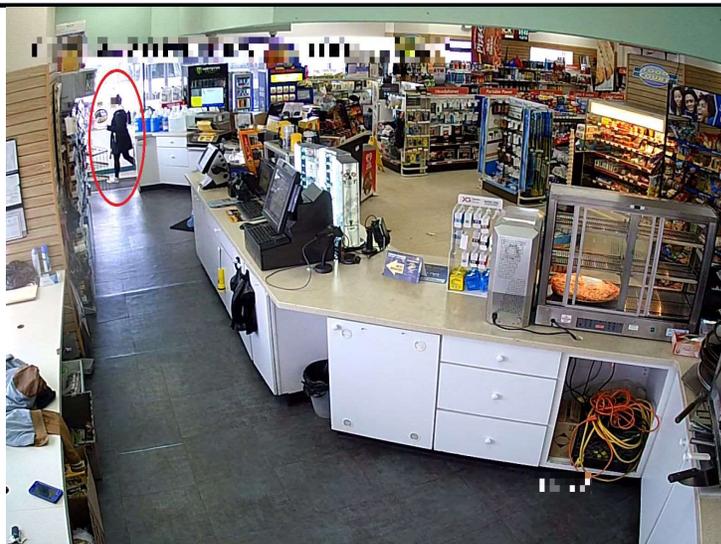
Date: - [REDACTED]  
 Time: - 04:02:58 AM

Employee was involved in non safety procedure:-  
 Smoking.



Date: - [REDACTED]  
 Time: - 04:02:58 AM

Employee did not wear safety jacket while going on  
 pumps.



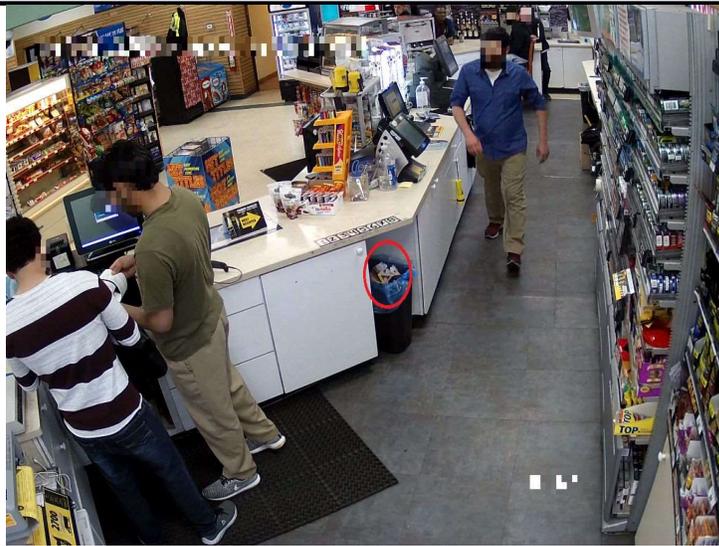
Camera Name: - REG2 Date: 03/17/19  
Time: - 12:00

Customer was left unattended.



Camera Name: - FOOD4 Date: 04/30/19  
Time: - 01:09

Employee did not use wet floor sign board while mopping the floor.



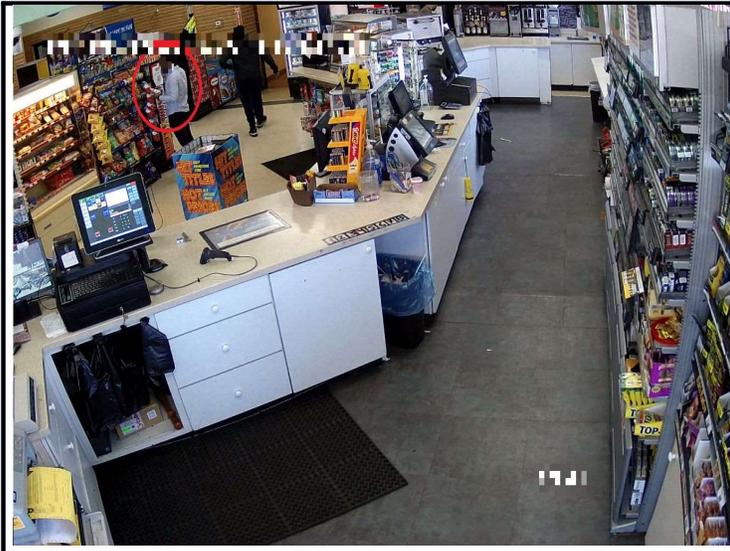
Camera Name: - REG1 Date: 04/08/19  
Time: - 08:41

Trash bin was overflowing.



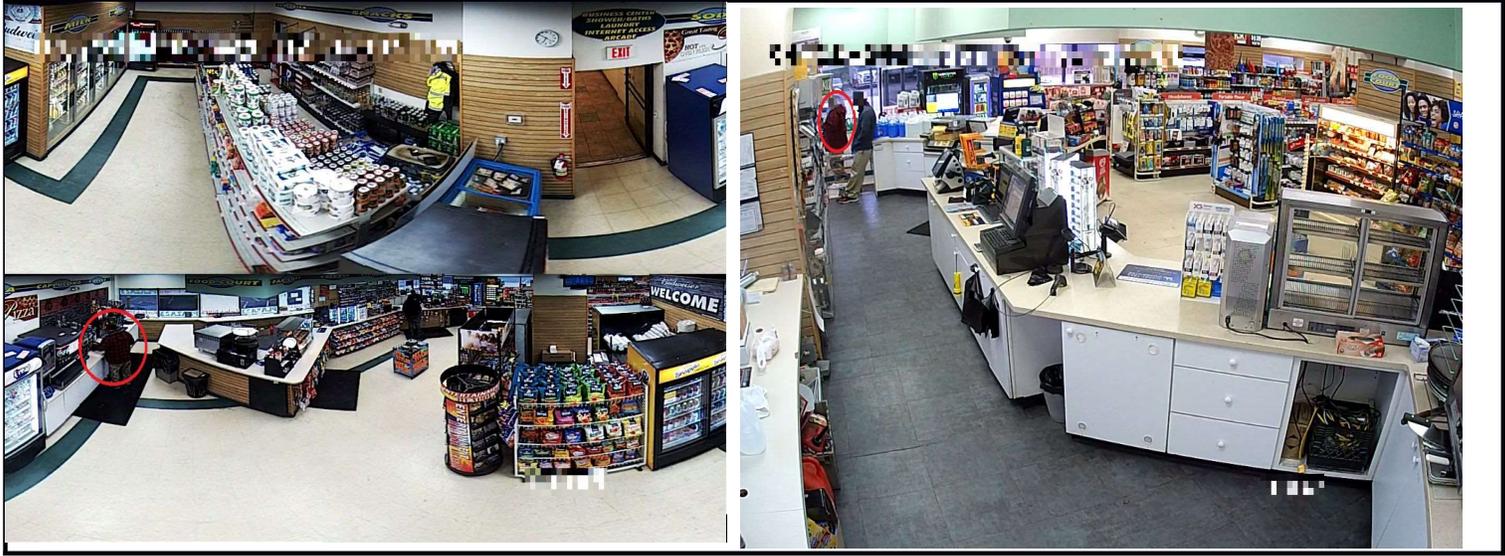
Camera Name: - DAS 3 Date: 04/10/19  
Time: - 17:00

Product racks did not have ample products in display.



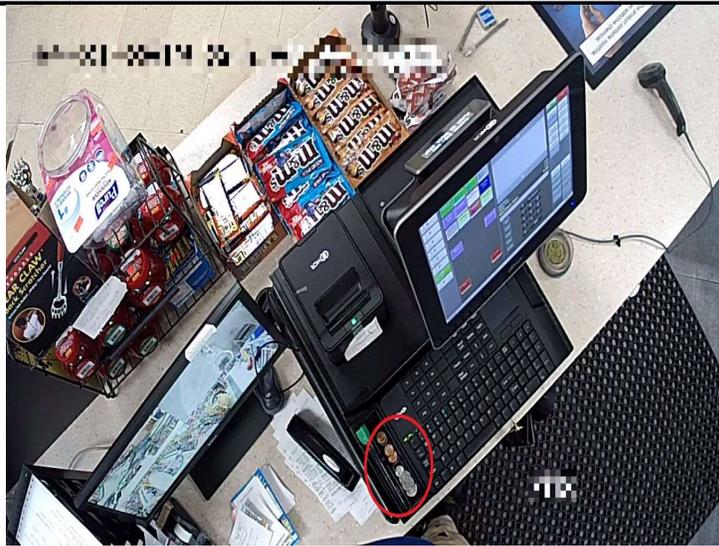
Camera Name: -  Date:   
Time: - 13:01

The employee was observed consuming the store product but does not seem to pay for it.



Camera Name: - FOOD4/REG2 Date: 04/27/19  
Time: - 19:06

The highlighted person was observed taking away the coffee but employee did not charge for it.



Camera Name: - POS Date: 04/21/19  
Time: - 19:00

Cash was not secured inside the POS drawer.



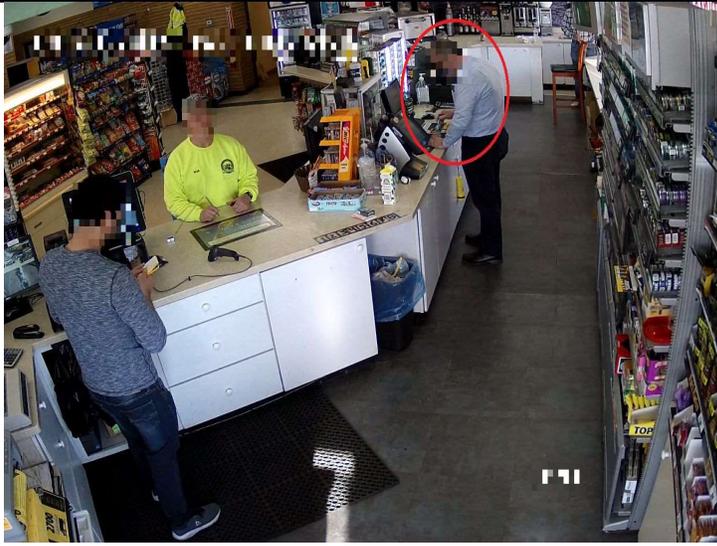
Camera Name: - POS Date: 04/23/19  
Time: - 00:16

POS drawer was open for means other than the sale.



Camera Name: - REG1 Date: 04/09/19  
Time: - 09:00

The highlighted person was observed inspecting the store and store products.



Camera Name: - REG1 Date: 04/23/19  
Time: - 08:26

Highlighted person was observed inside the POS area but does not seem to be employee of the store.  
(Unauthorized entry)



Camera Name: - REG1 Date: 04/23/19  
Time: - 08:11

Highlighted person was observed inside the POS area playing lottery but does not seem to be employee of the store.