

# Store Brand Standards

## Beauty & Cosmetics Personal Care

### BILLING COUNTER

Was the billing counter clean?

☐ Yes☐ No☐ NA

Was the area around the cash counter free from wires, cords or any other clutter?

☐ Yes☐ No☐ NA

Was the floor behind the counter clean and clutter free?

☐ Yes☐ No☐ NA

### PRODUCT STORAGE

Were all the materials stored in racks and shelves?

☐ Yes☐ No☐ NA

Was the storage design helpful to decrease lifting problems?

☐ Yes☐ No☐ NA

Were the floor around the racks clean and litter free?

☐ Yes☐ No☐ NA

Were all the racks and shelves well maintained?

☐ Yes☐ No☐ NA

Were all the storage boxes stacked in a secured manner?

Yes

No

NA

## SECURITY CHECK

Were the locks outside the front door working properly?

Yes

No

NA

Were the roller shutters functional?

Yes

No

NA

Was the security gate functional?

Yes

No

NA

Was there any alarm or surveillance system installed at the store entrance?

Yes

No

NA

## SECURITY SYSTEM

Were the door and window locks well maintained?

Yes

No

NA

Was the cash register protected and managed safely?

Yes

No

NA

Was the cash register accessible to the customers?

Yes

No

NA

Was the account balance updated correctly in the cash register?

Yes

No

NA

Was there a daily check done on the video surveillance cameras and tape?

Yes

No

NA

Did the security cameras maintain a clear view of the cash register?

Yes

No

NA

Were all the security measures properly functional?

Yes

No

NA

## STOCK LOADING

Was the condition of the loading area good?

Yes

No

NA

Were all the lights in the loading area working properly?

Yes

No

NA

Were the workers monitored to use the manual handling technique correctly?

Yes

No

NA

Was the stock safely packaged to assure easy pick up and delivery?

Yes

No

NA

Was the stock properly labelled with the properties and nature of the items?

☐ Yes☐ No☐ NA

Were the proper measures taken to ensure the product is free from any transport risks?

☐ Yes☐ No☐ NA

## STOCK & MERCHANDISING

Were the stock levels adequate for product clearance?

☐ Yes☐ No☐ NA

Did the store receive the stock ordered as per the requested date?

☐ Yes☐ No☐ NA

Was the pricing correctly displayed on the products?

☐ Yes☐ No☐ NA

## STORE ENTRANCE

Was the floor outside the entrance clean and litter free?

☐ Yes☐ No☐ NA

Were the windows and facade clean?

☐ Yes☐ No☐ NA

Were the windows and facade well maintained?

☐ Yes☐ No☐ NA

Was the condition of the window designing good?

Yes

No

NA

Was the entrance outside the store kept clean?

Yes

No

NA

Was the window display clean and well maintained?

Yes

No

NA

## STORE INTERIOR

Did the store look clean at the time of your entry?

Yes

No

NA

Was the entrance clear from any blockage or clutter?

Yes

No

NA

Did you notice any clutter such as cartons or unwanted boxes kept inside the store?

Yes

No

NA

Were all the lights working properly?

Yes

No

NA

Was there a proper signage displayed for emergency exit?

Yes

No

NA

Were the lights and music maintained at a correct level inside the store?

Yes

No

NA

## STORE SIGNAGE

Were the exterior signage and logos displayed in a proper manner?

☐ Yes☐ No☐ NA

Were all the signage well maintained?

☐ Yes☐ No☐ NA

Was the signage for "Store is Open" displayed properly outside the store?

☐ Yes☐ No☐ NA

Were all the necessary signage and logos correctly displayed outside the store?

☐ Yes☐ No☐ NA