

Compliance Audit



Exterior / Lot Area

	%	Allowed	Earned
Questions remaining:23	0.00	250	0

1 - Pumps

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	Pumps are in good working order, no leaks all displays working.	▼	10	10	0
2	All crinds are in working order.	▼	20	20	0
3	Pumps are clean and in good condition, no glue residue, correct decals and in good shape, no hand written signs.	▼	10	10	0
4	Nozzles and pump hoses are clean and in good working condition. Splash guards are in place on all nozzles.	▼	10	10	0
5	Trash cans clean, not overflowing and are in good shape.	▼	10	10	0
6	Trash cans appropriately stocked with WWF, paper towels, and squeegees.	▼	10	10	0
7	Dog bones and bollards have been painted and cleaned.	▼	10	10	0
8	Octane stickers are in good shape, and are the correct octane per pump nozzle.	▼	10	10	0
9	Security labels are on pumps correctly, and security label log is accurate and up to date.	▼	10	10	0
10	Pump signage in place, in good shape and current .	▼	10	10	0

% **Allowed Earned**

Results:

0.00

110

0

2 - Lighting / Lot / Car Wash/ Store Exterior

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	Canopy , yard , building, and MID lights working.	▼	10	10	0
2	Lot and lawn area free of litter, follow good neighbor policy.	▼	20	20	0
3	Outside ice chests, storage sheds, and propane cages locked.	▼	10	10	0
4	All lot and yard signage current and priced correctly per current promotional period.	▼	10	10	0
5	Car wash is open and operational including coin box, coin box emptied once per week.	▼	10	10	0
6	Interior and exterior of the car wash maintained and free of trash.	▼	10	10	0
7	All carwash signage current, none missing and in good shape.	▼	10	10	0
8	Vacuums and air towers are in good working order and appearance.	▼	10	10	0
9	Exterior of building, windows and window ledges are clean, signage properly maintained.	▼	10	10	0
10	Dumpster area clean, dumpster lid and enclosure door closed including side door.Dumpster area clean, dumpster lid and enclosure door closed.	▼	10	10	0
11	Brooms, shovels, salt spreaders, safety cones etc. must be stored out of the customers view.	▼	10	10	0
12	Fuel tank stick in good condition, Sargel paste is available.Fuel tank stick in good condition, Sargel paste is available.	▼	10	10	0

#	Question	Y, N,N/A *	Value	Allowed	Earned
13	Tank lids painted, tank fill caps lock, and spill containment area less than half full, identifier in place.	<input type="button" value="▼"/>	10	10	0
			%	Allowed	Earned
Results:			0.00	140	0

Interior of Location / Merchandising

			%	Allowed	Earned
Questions remaining:73			0.00	904	0

3 - Gondolas/Window Displays/Displays/Restrooms

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	All gondolas clean and in good condition.	<input type="button" value="▼"/>	10	10	0
2	All gondolas set to planogram.	<input type="button" value="▼"/>	10	10	0
3	All signage in place and priced correctly, no hand made or hand written signs or tape showing.	<input type="button" value="▼"/>	10	10	0
4	All gondolas fronted and faced.	<input type="button" value="▼"/>	10	10	0
5	All shelf tags are in good shape and priced correctly, red backing stripes in good shape not faded.	<input type="button" value="▼"/>	10	10	0
6	Window / wall displays are properly merchandised, interior window ledges are clean.	<input type="button" value="▼"/>	10	10	0
7	Other displays/shippers properly merchandised including manager special rack.	<input type="button" value="▼"/>	10	10	0
8	Restrooms clean, in good working order, supplies stocked, hand washing sign present.	<input type="button" value="▼"/>	30	30	0

#	Question	Y, N,N/A *	Value	Allowed	Earned
9	Interior trash cans and lids clean and in good condition, lid in good working order.	<input type="text" value="▼"/>	20	20	0
10	Sanitizing bucket with rag in use and out of sight of the customer, sales / Prep area	<input type="text" value="▼"/>	10	10	0
11	Merchandise being rotated correctly.	<input type="text" value="▼"/>	10	10	0
12	Products on shelves and displays are in date.	<input type="text" value="▼"/>	10	10	0
13	The floor Tennant machine is being used on a regular basis.	<input type="text" value="▼"/>	10	10	0
			%	Allowed	Earned
Results:			0.00	160	0

4 - Cooler Area: Beer, Soda, Milk

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	All cooler doors cleaned, glass free of streaks and in good condition.	<input type="text" value="▼"/>	10	10	0
2	All cooler floors cleaned.	<input type="text" value="▼"/>	10	10	0
3	All cooler doors set to planogram.	<input type="text" value="▼"/>	10	10	0
4	All cooler doors are fronted and faced.	<input type="text" value="▼"/>	20	20	0
5	Cooler signage maintained per promotional period beer decals by door handle.	<input type="text" value="▼"/>	10	10	0
6	Inside the cooler is organized, safe, and like items are together.	<input type="text" value="▼"/>	10	10	0
7	Cooler fans and walls free of dust and dirt.	<input type="text" value="▼"/>	10	10	0

#	Question	Y, N,N/A *	Value	Allowed	Earned
8	Lights inside cooler and inside cooler doors are operational .	<input type="text"/>	10	10	0
			%	Allowed	Earned
Results:			0.00	90	0

5 - Out of Stocks

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	Out of stocks for gondolas, 1 out of stock for every 4 foot section of gondola.	<input type="text"/>	10	10	0
2	Out of stocks for beer doors, 1 out of stock for every 2 beer doors.	<input type="text"/>	10	10	0
3	Out of stocks for soda doors, 1 out of stock for every 2 soda doors.	<input type="text"/>	20	20	0
4	Out of stock for front counter, 1 out of stock is allowed for this area.	<input type="text"/>	10	10	0
5	Out of stock for window / wall displays, 1 out of stock is allowed for this area.	<input type="text"/>	10	10	0
6	Out of stock for deli case, 1 out of stock is allowed per deli case.	<input type="text"/>	20	20	0
7	Out of stock for roller grill per day part, 1 out of stock is allowed per roller grill.	<input type="text"/>	10	10	0
8	Out of stock for warmers per day part, 1 out of stock per warmer.	<input type="text"/>	10	10	0
9	Out of stock per coffee bar per day part, 0 out of stocks are allowed.	<input type="text"/>	20	20	0
10	Out of stock for beverage supplies, cups, Lids, straws, stir sticks, 0 are allowed for this area.	<input type="text"/>	10	10	0
11	Out of stocks for F'real Machine, 1 out of stock per F'real freezer.	<input type="text"/>	10	10	0

#	Question	Y, N,N/A *	Value	Allowed	Earned
12	Out of stock for wine rack, 1 out of stock for every 4 foot section of wine rack.	<input type="text"/>	10	10	0
			%	Allowed	Earned
Results:			0.00	150	0

6 - Customer Service

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	Pleasant greeting and making eye contact with customers	<input type="text"/>	20	20	0
2	Pleasant closing and making eye contact with customers	<input type="text"/>	10	10	0
3	Employees in approved uniform and name tag is present.	<input type="text"/>	30	30	0
4	Employee is practicing good hygiene, well groomed and professional appearance per the employee handbook. Employee is practicing good hygiene, well	<input type="text"/>	10	10	0
5	Cashiers upselling/promoting the loyalty program when there are 3 customers or less in line.	<input type="text"/>	20	20	0
6	Is there three feet of clear space between cash register for customer to place their purchases, where possible.	<input type="text"/>	20	20	0
7	Sales counter area must be clean and organized, the cash register and other counter equipment must be clean.	<input type="text"/>	10	10	0
8	Trainees are wearing uniform approved training vest with black or white collard shirt underneath the vest.	<input type="text"/>	10	10	0
9	Uniform approved aprons and hats are only worn in the designated area, deli area and deli sales area.	<input type="text"/>	10	10	0
			%	Allowed	Earned
Results:			0.00	140	0

7 - Paperwork / Cash Controls

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	Accounting reports being completed by 8 a.m. daily, check 10 days back.	▼	10	10	0
2	Daily accounting paper work and invoices are processed and filed daily.	▼	10	10	0
3	Cigarettes and lottery are being counted daily. weekly lottery report completed.	▼	20	20	0
4	Cash control policies are being followed, and the bottom of the safe is locked at all times.	▼	30	30	0
5	All logs are being completed daily / weekly per processes.	▼	10	10	0
6	Employee files are maintained, current and locked.	▼	10	10	0
7	Registers and safes do not have any unauthorized users in the system.	▼	10	10	0
8	Payroll system being utilized correctly including exception punch comments.	▼	10	10	0
9	Incident forms and Insurance claim procedures being followed per process, employees have access to them.	▼	10	10	0
10	Proper cigarette levels being maintained, rotated and tag per policy, number of cartons older than 12 months	▼	10	10	0
11	Build-tos being utilized for Cigarettes, OTP, Dairy	▼	10	10	0
12	All documents being Laserfiche'd daily to the correct department, auditor check back 5 days	▼	10	10	0
13	Veeder Root system operating correctly, paper in printer, no major alarms.	▼	10	10	0
14	Site has all required license available on location in the required area.	▼	10	10	0

#	Question	Y, N,N/A *	Value	Allowed	Earned
15	Office area clean and organized.	<input type="text"/>	10	10	0
			%	Allowed	Earned
Results:			0.00	180	0

8 - C - Store Safety

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	Safety vest available and being used when performing outside duties.	<input type="text"/>	10	10	0
2	Safety cones available and being used when performing outside duties.	<input type="text"/>	10	10	0
3	Wet floor signs available, being used, clean and in good condition.	<input type="text"/>	10	10	0
4	Step stool available and being used safely	<input type="text"/>	10	10	0
5	Blue barrels, spill diapers, oil dry on site and being used correctly.	<input type="text"/>	10	10	0
6	Sharps kits available and in designated area.	<input type="text"/>	10	10	0
7	Electrical panels clear of obstructions and accessible.	<input type="text"/>	20	20	0
8	All floor displays and back stock product stacked to correct heights.	<input type="text"/>	10	10	0
9	Emergency doorways and exits clear of all obstructions.	<input type="text"/>	10	10	0
10	Height marker maintained and in good condition if present.	<input type="text"/>	10	10	0
11	Safety equipment available, and cashier to demonstrate knowledge of items.	<input type="text"/>	10	10	0

#	Question	Y, N,N/A *	Value	Allowed	Earned
12	Security system being operated and working properly.	▼	10	10	0
13	Panic alarm system operating correctly, and tested monthly, auditor to verify prior month.	▼	20	20	0
14	All fire extinguishers fully charged and have current inspection tag, and are clean.	▼	10	10	0
15	Site has the correct number of rugs, they are in the correct places, clean , good condition.	▼	10	10	0
16	Cashier to demonstrate general c-store safety knowledge from the above questions.	▼	14	14	0
			%	Allowed	Earned
Results:			0.00	184	0

Deli Area / Merchandising

9 - Deli Merchandising

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	Promotional signage in place, in good shape and current for entire deli/beverage offer.	▼	10	10	0
2	All hot food merchandising equipment is in good condition, clean and well stocked.	▼	10	10	0
3	Deli case(s) clean, in good working condition, all 20 sandwiches are properly packaged, Construction sheet posted Deli case(s) clean, in good working	▼	10	10	0
4	Coffee / Cappuccino /Brewed tea /Lemonade areas clean good working condition, fully stocked.	▼	20	20	0
5	Fountain/ Frozen beverage area clean in good working condition and fully stocked.	▼	10	10	0
6	Production waste tool being updated daily per process, auditor to review 30 days of data Production waste tool being updated daily per	▼	10	10	0

#	Question	Y, N,N/A *	Value	Allowed	Earned
7	Coffee pots and cappuccino labels are in place for all flavors and in good condition.	<input type="text" value="▼"/>	10	10	0
8	Milk shake machine is clean, operating correctly.	<input type="text" value="▼"/>	10	10	0
9	Donut case in good condition, clean and well merchandised by day part.	<input type="text" value="▼"/>	10	10	0
10	Lights working on all food and beverage equipment.	<input type="text" value="▼"/>	10	10	0
11	All ovens are being cleaned inside and out daily and are in good working order.	<input type="text" value="▼"/>	10	10	0
12	All micro waves ovens are being cleaned inside and out daily and are in good working order.	<input type="text" value="▼"/>	10	10	0
13	Counter top area fronts, sides and back of food equipment and back wall areas that are seen by customers are kept clean from spills and stains and	<input type="text" value="▼"/>	10	10	0
			%	Allowed	Earned
Results:			0.00	140	0

10 - Food Safety

#	Question	Y, N,N/A *	Value	Allowed	Earned
1	Refrigerators, coolers, cold cases holding temps below 41 degrees, and a thermometer on the inside of the unit	<input type="text" value="▼"/>	10	10	0
2	Product in refrigerators and deli cases have expiration dates / expiration times.	<input type="text" value="▼"/>	20	20	0
3	All food in hot cases being kept at 135 degrees or warmer.	<input type="text" value="▼"/>	10	10	0
4	Product in hot/cold cases have hourly expiration times or dates, no expired product in cases.	<input type="text" value="▼"/>	10	10	0
5	Freezer temperatures being maintained at 5 above zero or lower.	<input type="text" value="▼"/>	10	10	0

#	Question	Y, N,N/A *	Value	Allowed	Earned
6	Fountain BIBs in date, (good for 2 weeks after the exp date on box) stored correctly, check for overstock of back stock BIBs	<input type="text" value="▼"/>	20	20	0
7	Cashier can demonstrate basic knowledge of food safety per Person In Charge training.	<input type="text" value="▼"/>	10	10	0
8	Site is completing temp log per process.	<input type="text" value="▼"/>	10	10	0
9	Three compartment sink is being used and set up correctly per process.	<input type="text" value="▼"/>	10	10	0
10	Sanitizer strips and sanitizer is available for use	<input type="text" value="▼"/>	10	10	0
11	All food equipment is being cleaned and sanitized.	<input type="text" value="▼"/>	10	10	0
12	All food prep areas are being cleaned and sanitized.	<input type="text" value="▼"/>	10	10	0
13	Deli gloves and hair restraints being used when handling food.	<input type="text" value="▼"/>	10	10	0
14	Mops, towels and cleaning supplies properly stored.	<input type="text" value="▼"/>	10	10	0
15	Counters and storage space under food equipment is clean and organized.	<input type="text" value="▼"/>	10	10	0
16	Is the floor in the walk-in freezer free of ice buildup.	<input type="text" value="▼"/>	10	10	0
17	Employees are washing hand prior to putting on gloves or handling any food items, per PIC guidelines.	<input type="text" value="▼"/>	10	10	0
18	Are there any signs of insect infestation in the store.	<input type="text" value="▼"/>	10	10	0
19	Cashier to demonstrate general food safety knowledge from the above questions.	<input type="text" value="▼"/>	20	20	0
20	All food items must be stored 6 inches off of the floor inside of freezers, coolers or anywhere in the store.	<input type="text" value="▼"/>	10	10	0

Results:

%	Allowed	Earned
0.00	230	0

Submit