

Internal Audit Check list			
VANDAGRAPH SENSOR TECHNOLOGIES LTD			
GOODS INWARDS AND PRODUCT IDENTITY			
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Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 8.5.1	Control of production and service provision The organization shall implement production and service provision under controlled conditions. Controlled conditions shall include, as applicable: a) the availability of documented information that defines: 1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed; 2) the results to be achieved; b) the availability and use of suitable monitoring and measuring resources; c) the implementation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met; d) the use of suitable infrastructure and environment for the operation of processes; e) the appointment of competent persons, including any required qualification; f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement; g) the implementation of actions to prevent human error; h) the implementation of release, delivery and post-delivery activities	
VST Ltd ISO9001:2015 8.5.2	Identification and traceability The organization shall use suitable means to identify outputs when it is necessary to ensure the conformity of products and services. The organization shall identify the status of outputs with respect to monitoring and measurement requirements throughout production and service provision. The organization shall control the unique identification of the outputs when traceability is a requirement, and shall retain the documented information necessary to enable traceability.	
VST Ltd ISO9001:2015 8.5.3	Property belonging to customers or external providers The organization shall exercise care with property belonging to customers or external providers while it is under the	

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	<p>organization's control or being used by the organization. The organization shall identify, verify, protect and safeguard customers' or external providers' property provided for use or incorporation into the products and services.</p> <p>When the property of a customer or external provider is lost, damaged or otherwise found to be unsuitable for use, the organization shall report this to the customer or external provider and retain documented information on what has occurred.</p> <p>NOTE A customer's or external provider's property can include materials, components, tools and equipment, premises, intellectual property and personal data.</p>	
VST Ltd ISO9001:2015 8.5.4	<p>Preservation</p> <p>The organization shall preserve the outputs during production and service provision, to the extent necessary to ensure conformity to requirements.</p> <p>NOTE Preservation can include identification, handling, contamination control, packaging, storage, transmission or transportation, and protection.</p>	
VST Ltd ISO9001:2015 8.6	<p>Release of products and services</p> <p>The organization shall implement planned arrangements, at appropriate stages, to verify that the product and service requirements have been met.</p> <p>The release of products and services to the customer shall not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority and, as applicable, by the customer.</p> <p>The organization shall retain documented information on the release of products and services. The documented information shall include:</p> <p>a) evidence of conformity with the acceptance criteria; b) traceability to the person(s) authorizing the release</p>	
VST Ltd ISO9001:2015 8.7.1	<p>The organization shall ensure that outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery.</p> <p>The organization shall take appropriate action based on the nature of the nonconformity and its effect on the conformity of products and services. This shall also apply to nonconforming products and services detected after delivery of products, during or after the provision of services.</p> <p>The organization shall deal with nonconforming outputs in one or more of the following ways:</p> <p>a) correction; b) segregation, containment, return or suspension of provision of</p>	

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	products and services; c) informing the customer; d) obtaining authorization for acceptance under concession. Conformity to the requirements shall be verified when nonconforming outputs are corrected.	
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	<u>QUESTION:</u>	<u>RESPONSE:</u>	Y/N
1	Check all issues from the previous audit are completed.		
2	Check that stock booked in, is transferred to relevant location with Barcodes. All stock opened should have barcodes or a Hold label with Issue number.		
3	Verify that goods are checked against the original Purchase Order and Supplier delivery Note. Then entered into the Deliveries in Intrastats. Check the Supplier delivery Note has been marked to show quantity delivered and ticked off. Then stamped with the dated received stamp and initialled Check 5 separate stock items from the good awaiting QA shelf. Pick an item, put the ID in Serial Number search to get the Purchase Order Number and go to the Delivery Notes file. 1. 2. 3. 4. 5.		
4	Check that incorrect goods, non-conforming parts and those with queries are segregated, identified as such and put on hold awaiting action. These must all have a HOLD label with Issue Number, date and initials. List any that are unidentified.		
5	Are goods identified Hold when awaiting action and in the appropriate area. Those on a none hold shelf should have a HOLD label with Issue Number, date and initials. List any items that are unidentified.		

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6	Check the Deliveries on Intrastats has been filled in correctly. Look at the last week. Check for purchase order numbers, stock types, quantities, SRS's etc. In Stock – Deliveries		
7	Are all incoming consignments logged in the Deliveries on Intrastats. Check 5 random Delivery Notes/Purchase orders for the previous 3 months from different companies. 1. 2. 3. 4. 5.		
8	Check that items, once through QA are packaged correctly and labelled appropriately. List 5 checked. 1. 2. 3. 4. 5.		
9	Check that goods in the Goods Inward area can be identified and have not been left unprocessed for more than two days. List any found.		
10	Verify that repairs booked in are identified by Service Repair Number (SRN) and Service Repair Sheet (SRS). That the appropriate information is included in the ducket prior to moving to workshop. Check all the duckets on the Repairs shelf in Goods In. List any without the correct paperwork.		
11	Check that the relevant information is entered onto Intrastats. Check 5 SRS's. Returns – Returns Completed or Repairs not completed.		

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	1. 2. 3. 4. 5.		
12	Check the building for unidentified or unmarked goods without a hold label. The label should include an Issue number, date and initials. List any that are found.		
13	Are goods identified Hold when awaiting action and in the appropriate area. HOLD label must have Issue Number, date and initials. List any items that are unidentified.		
14	Check that Return to Supplier is complete and up to date as per Intrastats. Task ID (66) Search issue to see if up to date.		
15	Check that there are no goods over one month left waiting to be returned on the shelf.		
16	Check Meeting in Intrastats is completed quarterly by MD.		
17	Check that completed stock is identified as such by Barcodes and the location is correct. Check 5 stock items at random. 1. 2. 3. 4. 5.		
17	Check that storage areas are adequate for safe handling and easy access to goods. Walk round all stock areas and note any restriction/problems.		

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Sub Processes Linked to Audit 09

Review the below processes tasks and audits and ensure they are completed in a timely manner.

List Processes Per Title