

Internal Audit Check list			
GOODS INWARDS & PRODUCT IDENTITY			
Created:	17/May 1995	Audit No 09	VM3/COP05/06 VOP07
Revised:	05 September 2016	Last printed 02/06/2006 05:04:00 PM	Page 1 of 3
Audit Date		Auditor	ISO 7.5.3

	<u>QUESTION:</u>	<u>RESPONSE:</u>	Y/ N
1	Check that stock booked in is transferred to relevant location with Barcodes.		
2	<p>Verify that goods are checked against the original Purchase Order and Supplier delivery Note and then entered into the Goods-in Book in intrastats. Check the Supplier delivery Note has been stamped with the Opera Received stamp and been dated and initialled.</p> <p>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 POR and go to the Delivery Notes file.</p> <p>1 2 3 4 5</p>		
3	<p>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 and Issue Number.</p> <p>List any that are unidentified.</p>		
4	<p>Are goods identified Hold when awaiting action and the appropriate area.</p> <p>List any items that are unidentified.</p>		
5	<p>Check the Goods in Book on Intrastats has been filled in correctly. Look at the last week.</p> <p>In Stock – Deliveries</p>		

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6	<p>Are all incoming consignments logged in the Goods Inward Book on intrastats. Check 5 random Delivery Notes/POR's for the previous 3 months from different companies.</p> <p>1 2 3 4 5</p>		
7	<p>Check that items, once through QA are packaged correctly and labelled appropriately. List 5 checked.</p> <p>1 2 3 4 5</p>		
8	<p>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.</p>		
9	<p>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.</p> <p>Check all the duckets on the Repairs shelf in Goods In. List any without the correct paperwork.</p>		
10	<p>Check that the relevant information is entered onto Intrastats.</p> <p>Check 5 SRS's. Returns – Returns Completed or Repairs not completed.</p> <p>1 2 3 4 5</p>		

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11	Check the building for unidentified or unmarked goods with out a hold label. The label should include an Issue number. List any that are found.		
12	Are goods identified Hold when awaiting action and the appropriate area. List any items that are unidentified.		
13	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.		
14	Check that there are no goods over one month left waiting to be returned on the shelf.		
15	Check Meeting in Intrastats is completed monthly by MD.		
16	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.		