Internal Audit Check list
Handling &Stock Control

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Audit Date		Auditor	ISO 7.5.5

QUESTION:	RESPONSE	Y/N
Check that incoming product is stored correctly on receipt.		
Check that goods are secure when transferring to warehouse.		
Check that the in-house stores area is adequate, safe and accessible.		
Verify that products for repair are suitably boxed prior to movement.		
Verify that stock items are suitable packed for entry into stock.		
Check that gloves and or Hand sanitiser are available, and used, when probes are received from hospitals.		
Check that stock is moved on a FIFO basis.		
Check shelf life items by COSHH data sheet statements and labelling instructions.		
Check that COSHH data sheets are available for all products.		
Check that all hazardous products are kept in the secure cabinet.		
Check that product in stock locations is what is labelled.		
Check that demonstration stock is separate from any other stock.		
Verify that product in the non-conforming area can only be removed by authorised personnel.		
Verify that product quantity in stock is correct to that in "Opera".		
Verify that they are regularly updated and maintained.		
Verify that special requirement areas are available should the product require it.		
Check that continuous eyeball assessments are undertaken.		
Verify that authorised personnel do this reconciliation.		
Verify that transfer of non-conformance stock is done by use form QC19.		
Check that the packing of finished product will preserve quality to the end user.		
Check that completed product is adequately stored for movement to packing.		
Verify that there are adequate storage areas in the workshop for assembly components		
Check that product movement around the workshop is by ducket only.		
Are stores and storage areas secure and suitably identified with signs List problem areas		
Are uncontrolled material and parts identified as such Check that items in Quarentine have HOLD labels Check unentered and Pre QA items are labeled/and or in correct area and hold lable with Issue number on		
Are products tested to a specification & labeled accordingly Check 6 items		
Are all parts in the warehouse properly identified with Viamed Tracking Barcode Identify unmarked items		
If more space is required for answers use the reverse of this form		