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 products are stored correctly on receipt.		
Check that the in-house stores area is adequate, safe and accessible.		
Verify that products for repair are suitably boxed prior to movement. i.e. In ducket with correct paperwork		
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 first in first out basis. Check packages in goods in against the goods in book.		
Check shelf life items by COSHH data sheet statements and labelling instructions.		
Check in Intrastats that COSHH data sheets are available for all products.		
Check that all hazardous products are kept in the secure cabinet.		
Check that items in a stock locations is correct to Intrastats. Check 6 items.		
Check that demonstration and exhibition stock is separate from other stock.		
Verify that product in the non-conforming area can only be removed by authorised personnel.		
Verify that the quantity of an item in stock is correct to that in Opera and Intrastats. Check 6 stock items.		
Verify that they are regularly updated and maintained.		
Verify that special requirement areas are available should the product require it.		
Verify that transfer of non-conformance stock is done by use form QC19.		
Check that the packing of finished product is appropriate and will preserve quality to the end user. List those checked.		
Check that completed products are adequately stored. List those checked.		
Verify that there are adequate storage areas in the workshop for a working stock of 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 Quarantine have HOLD labels. Check unentered and pre QA items are labelled and/or are in the correct area and have a hold label with Issue number on.		
Are products tested to a specification and the results recorded in intrastats. Check 6 items.		
Are all parts in the warehouse properly identified with Viamed Location Tracking Barcodes. Identify unmarked items.		
If more space is required for answers use the reverse of this form.		