

Internal Audit Check list			
GOODS INWARDS & PRODUCT IDENTITY			
Created:	17/May 1995	Audit No 09	VM3/COP05/06 VOP07
Revised:	20 October 2011	Last printed 02/06/2006 17:04:00 A6/P6	Page 1 of 2
Audit Date		Auditor	ISO 7.5.3

QUESTION:	RESPONSE:	Y/N
Check that stock booked in is transferred to relevant location with copy Delivery Note or Barcodes.		
Verify that goods are cross-checked against the original Purchase Order and Supplier delivery Note, and then entered into the Goods-in Book.		
Check that incorrect goods are identified as such, and are processed as stated in the relevant procedure.		
Check that items, once tested, are boxed / bagged and labelled appropriately. List 6 checked.		
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.		
Verify that repairs booked in are identified as such and that the appropriate information is attached prior to moving to workshop.		
Check that the relevant information is entered onto Intrastats.		
Check that repairs are identified as such prior to movement to another area, and are identified by Serial Number/Service Repair Number (SRN)/Service Repair Sheet (SRS).		
Check that repairs are separated into the differing departments i.e. Workshop and / or Technical.		
Are Non-Conforming parts and those with queries segregated and put on Hold, with a Hold label and Issue Number.		
Check incoming product is transferred to the appropriate coloured ducket.		
Check that the relevant information is in ducket.		
Check Building for unallocated or unmarked goods.		
Are Rejected goods identified correctly.		
Are goods return notes completed correctly.		
Are all incoming consignments logged in the Goods Inward Book. Check 6 Random Delivery notes/POR's for the previous 6 months from at least 3 companies.		
Is incoming material checked to see that the requirements of the Purchase Order have been met. Check 6 random entries in Goods In Book.		
Are goods identified Hold when awaiting action. Check Inspection area log goods marked & unmarked.		
Are unidentified goods marked HOLD. Walk around building log all goods found.		
Have the courier/delivery notes stamped received, Opera stamped including the date and initials. Check 6 random entries.		
Check that Return to Supplier is complete and up to date as per Intrastats.		
Check that there are no goods over one month left waiting return. Check 6 Items.		
Check Meeting in Intrastats is completed monthly by MD.		
Check that completed stock is identified as such by Barcodes and the location		

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is correct. Check 6 stock items at random.		
Check that storage areas are adequate for safe handling and easy access to goods . Walk round all stock areas and note any restriction/problems.		