

# Internal Audit Check list

## Handling & Stock Control

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Audit Date	19-8-9	Auditor <i>M</i>	ISO 7.5.5

QUESTION:	RESPONSE	Y/N
Check that incoming product is stored correctly on receipt.		Y
Check that goods are secure when transferring to warehouse.	N/A	
Check that the in-house stores area is adequate, safe and accessible.		Y
Verify that products for repair are suitably boxed prior to movement.		Y
Verify that stock items are suitable packed for entry into stock.		Y
Check that gloves are available, and used, when probes are received from hospitals.	X1	
Check that stock is moved on a FIFO basis.	<del>X</del>	Y
Check shelf life items by COSHH data sheet statements and labelling instructions.	N/A	
Check that COSHH data sheets are available for all products.	upon request	
Check that all hazardous products are kept in the secure cabinet.	N/A	
Check that product in stock locations is what is labelled.	N/A instructions	
Check that demonstration stock is separate from any other stock.		Y
Verify that product in the non-conforming area can only be removed by authorised personnel.		Y
Verify that product quantity in stock is correct to that in "Opera".	on going	Y
Verify that they are regularly updated and maintained.		Y
Verify that special requirement areas are available should the product require it.		Y
Check that continuous eyeball assessments are undertaken.		Y
Verify that authorised personnel do this reconciliation.		Y
Check that serialised stock is booked out by QC02. <del>X</del> 2		
Verify that transfer of non-conformance stock is done by use form QC19. <del>1554</del> 20261		
Check that the packing of finished product will preserve quality to the end user.		Y
Check that completed product is adequately stored for movement to packing.		Y
Verify that there are adequate storage areas in the workshop for assembly components	N/A	
Check that product movement around the workshop is by ducket only.		Y
Are stores and storage areas secure and suitably identified with signs		Y
List problem areas		
Are uncontrolled material and parts identified as such	X3	
Check that items in Quarentine have HOLD labels		Y
Check unentered and Pre QA items are labeled/and or in correct area		
Are products tested to a specification & labeled accordingly Check 6 items	Instrats QA	Y
Are all parts in the warehouse properly identified with Viamed Tracking Barcode Identify unmarked items		Y
If more space is required for answers use the reverse of this form		

#1 ~~Don't~~ Use gloves, hand sanitiser used

~~QC02~~

#2 QC02 doesn't exist replaced with B/codes

#3 Should also have issue on hold label