Internal Audit Check list

Handling &Stock Control

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Audit Date	20-10-11	Auditor Helen Lamb	ISO 7.5.5

QUESTION:	RESPONSE	Y/N
Check that incoming products are stored correctly on receipt.	No where for larger boxes	Y
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	Looked at SRS SRS 63041 SRS 63007	63063 Y
Verify that stock items are suitable packed for entry into stock.		Y
Check that gloves and or hand sanitiser are available and used when probes are received from hospitals.	*1 Issue 31601	N
Check that stock is moved on a first in first out basis. Check packages in goods in against the goods in book.	*2	N
Check shelf life items by COSHH data sheet statements and labelling instructions.	N/A	
Check in Intrastats that COSHH data sheets are available for all products.	Isopropanol present	Y
Check that all hazardous products are kept in the secure cabinet.	chemicals cupboard	Y
Check that items in a stock locations is correct to Intrastats. Check 6 items.	*3	Y
Check that demonstration and exhibition stock is separate from other stock.		Y
Verify that product in the non-conforming area can only be removed by authorised personnel.	Sent issue round *4	Y
Verify that the quantity of an item in stock is correct to that in Opera and Intrastats. Check 6 stock items.	Used same as *3	N
Verify that they are regularly updated and maintained.		Y
Verify that special requirement areas are available should the product require it.		Y
Verify that transfer of non-conformance stock is done by use form QC19.	MRB sent	Y
Check that the packing of finished product is appropriate and will preserve quality to the end user. List those checked.	bags / special boxes	Y
Check that completed products are adequately stored. List those checked.	as in *3	Y
Verify that there are adequate storage areas in the workshop for a working stock of assembly components.		Y
Check that product movement around the workshop is by ducket only.		Y
Are stores and storage areas secure and suitably identified with signs. List problem areas.		Y
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.		Y
Are products tested to a specification and the results recorded in intrastats. Check 6 items.	*5	Y
Are all parts in the warehouse properly identified with Viamed Location Tracking Barcodes. Identify unmarked items.		Y
If more space is required for answers use the reverse of this form.		

Don't see as problem

*1 No hand sanitiser available, one was found and staff instructed to use it concerns where raise over contamination of keyboard + mouse issue raise to ensure cleaning wipes where also available.

*2 stock is usually moved on a FIFO basis but th I found an exception. Akavia moulding order PO20 8048/49 for shells + strain Reliefs. not moved as require a lot of counting. goods in staff ask to process. no issue reuse at this time.

*3 Checked

S P/N	Loc		Qty shelf	corrected Q.P	Initial (counted)
0120165 (id 484916)	126538	✓	2+1	2	2
	126558	✓	2+1.	3	3 ✓
2 locations also in Exhibition 0110080 (id 407987)	36289	✓	80+26	127	129
0110057 id (482426)			barcode sellotape	correct	
@ 0021018 (455220) stinger	126598	X should be 126599	6+4	12	10
@ 0021018 broken down so correct PP8715 (450230)	126659	✓	4	4	4
4620531 (417404) 417387	126567	✓	2	2	3 (1 - single not recorded)

Not all correct but stock take to commence week of 26th Oct 11

*4 Issue sending to let everyone know not to remove stock from non conformance areas without Authorisation from Director. Using for QC19 MOD Sent

*5

Ids	Tested	spec PN
481363	✓ ~~to all tests~~	0014002
496846	Bulk QA ✓	2810011
366252	converted from R17 id 458417.	0110057
SN 760926 - 466006		0110016
461386	✓	0110122
421536	✓	0012162