Internal Audit Check list
Handling &Stock Control

Created:	17/May 1995	Audit No 07	VM3/COP05/07/08/09 VOP07
Revised:	20 October 2011	Last printed 6/2/2006 04:33:00 PM	Page 1 of 1
Audit Date		Auditor DEREK	ISO 7.5.5

QUESTION:	RESPONSE	Y/N
Check that incoming products are stored correctly on receipt.		Y
Check that the in-house stores area is adequate, safe and accessible.		X
Verify that products for repair are suitably boxed prior to movement. i.e. In ducket with correct paperwork		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.		Y
Check that stock is moved on a first in first out basis. Check packages in goods in against the goods in book.		Y
Check shelf life items by COSHH data sheet statements and labelling instructions.	?	
Check in Intrastats that COSHH data sheets are available for all products.	Intra Stats	
Check that all hazardous products are kept in the secure cabinet.		Y
Check that items in a stock locations is correct to Intrastats. Check 6 items.	Checked shelf	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.		Y
Verify that the quantity of an item in stock is correct to that in Opera and Intrastats. Check 6 stock items.	Opera O.t	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.		Y
Check that the packing of finished product is appropriate and will preserve quality to the end user. List those checked.	USED Attached Sheets	Y
Check that completed products are adequately stored. List those checked.		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.	N/A	
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.		

* Opera Sync only Done Yearly Now During Stock check.

*2 Remove as all relevant item Require QA. NON QA Stock cannot go out
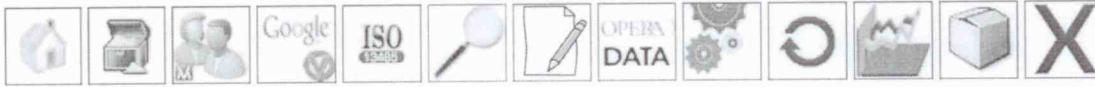
View: 0012159   0012160   View: 0012161

Ⓜ Viamed Product **0012160**

Pulse Oximeter Viamed VM 2160. FBC204 CENTRAL EUROPE
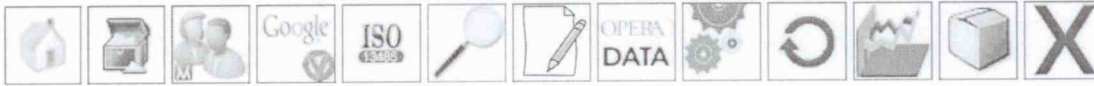
UK End user Price £345.00

Stock Levels	
Opera Stock	33
Barcodes Sellable	22
Picked as component in Production	0
Back with Supplier	4
Returned from Supplier Unprocessed	0
Barcodes Total	36

Generic Information Regardless of viamed / Vandagraph / VST

UK End User	1 = £345.00		
UK Distributor	1 = £207.00	5 = £186.30	25 = £175.95
International End User Euros	1 = €490.00		
International Distributor Euros	1 = €295.00	5 = €265.00	25 = €245.00
International End User USD	1 = $725.00		
International Distributor USD	1 = $435.00	5 = $391.50	25 = $369.75
Online Price Pounds	1 = £345.00		

Quantity	LocationID	Location	Sellable	Labels	Alarms
1	126460	Main Office Goods Out Non Warranty Box - Stock on Hold	✖	LBL	
22	126570	Main Office Stock Room 8 Row 1 Block 1 Shelf 2	✔	LBL	
1	126715	Main Office Stock Room 6 Row 9 Block 2 Shelf 3	✖	LBL	
1	324431	Main Office Stock Room 5 Stand Alone Block 3 Shelf 1 - Demo	✖	LBL	
1	324432	Main Office Stock Room 5 Stand Alone Block 3 Shelf 2 - Demo	✖	LBL	
2	34259	Main Office Sarah Wilford Stock Scanned to Arab Health 2010	✖	LBL	
2	34281	Keith Taylor Demo Equipment 34281 Keith Taylor	✖	LBL	
3	412509	Main Office Catrin Exhibition Shelf Stock Room 4 Row 3 Block 1 Shelf 1	✖	LBL	
1	SOR253	BoundTree Medical Europe Ltd			
1	SOR298	Eden Medical (UK) Ltd			

View: 0012100   0012101   View: 0012102

Viamed Product 0012101

Finger Pulse Oximeter Viamed VM 2101.   2101 STANDARD   FBC206
UK End user Price £120.00

Stock Levels

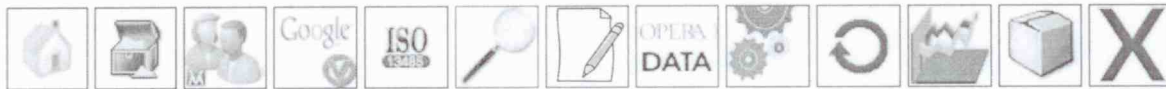|	
Opera Stock	320
Barcodes Sellable	317
Picked as component in Production	0
Back with Supplier	2
Returned from Supplier Unprocessed	0
Barcodes Total	326

Generic Information Regardless of viamed / Vandagraph / VST

UK End User	1 = £120.00	2 = £114.00	3 = £108.00	11 = £102.00
UK Distributor	1 = £72.00	11 = £66.00	50 = £60.00	100 = £54.00
International End User Euros	1 = €150.00	2 = €142.50	3 = €135.00	11 = €127.50
International Distributor Euros	1 = €80.00	10 = €64.00	50 = €60.00	100 = €56.00
International End User USD	1 = $201.00	2 = $190.95	3 = $180.90	11 = $170.85
International Distributor USD	1 = $107.20	10 = $85.76	50 = $80.40	100 = $75.04
Online Price Pounds	1 = £120.00	2 = £114.00	3 = £108.00	11 = £102.00

Quantity	LocationID	Location	Sellable	Labels	Alarms
318	126648	Main Office Stock Room 6 Row 4 Block 1 Shelf 4	✓	LBL	
2	126652	Main Office Stock Room 6 Row 9 Block 1 Shelf 2 DO NOT SEND - QUARANTINE	✕	LBL	
2	324432	Main Office Stock Room 5 Stand Alone Block 3 Shelf 2 - Demo	✕	LBL	
0	33308	Returned To Supplier Off Site	✕	LBL	
1	34240	DEMO Steve Hardaker	✕	LBL	
1	34281	Keith Taylor Demo Equipment 34281 Keith Taylor	✕	LBL	
1	412509	Main Office Catrin Exhibition Shelf Stock Room 4 Row 3 Block 1 Shelf 1	✕	LBL	
1	SOR300	Eden Medical (UK) Ltd			

Shelf Status	No Limits	Shelf In Limits	Shelf Low Stock	Shelf Critically low

Customer Orders

50	00007197		Jahan Teb Tabesh	19/12/11

M Viamed Product 0110057

Oxygen sensor T-7   A51327-T7   TELEDYNE
UK End user Price £40.00
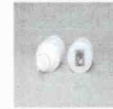
Stock Levels

Stock Levels	
Opera Stock	158
Barcodes Sellable	132
Picked as component in Production	0
Back with Supplier	29
Returned from Supplier Unprocessed	0
Barcodes Total	160

Generic Information Regardless of viamed / Vandagraph / VST

UK End User	1 = £40.00	2 = £36.00	3 = £34.00	11 = £32.00
International Distributor Euros	1 = €25.20			
International Distributor USD	1 = $31.50			
Online Price Pounds	1 = £40.00	2 = £36.00	3 = £34.00	11 = £32.00

Quantity	LocationID	Location	Sellable	Labels	Alarms
78	126551	Main Office Stock Room 3 Row 1 Block 3 Shelf 1 - Untested	✓	LBL	
5	324432	Main Office Stock Room 5 Stand Alone Block 3 Shelf 2 - Demo	✗	LBL	
1	33308	Returned To Supplier Off Site	✗	LBL	
26	34287	Main Office Packing Tested Sensor Rack Export + Automotive Sensors	✓	LBL	
29	34289	Main office Packing Tested Sensor Rack UK + Universal Sensors	✓	LBL	
1	412507	Main Office Exhibition Oxygen Sensor Box	✗	LBL	

Shelf Status No Limits Shelf In Limits Shelf Low Stock Shelf Critically low

Supplier Information		Reports on All Supplier Items		
00009147		Teledyne Analytical Instrument	Stock/Sales Report	All Purchases