

Internal Audit Check list			
VANDAGRAPH SENSOR TECHNOLOGIES LTD GOODS INWARDS AND PRODUCT IDENTITY			
Created:	17/May 1995	Audit No 09	VM3/COP05/06 VOP07
Audit Date	27/3/25	Auditor Helen Lamb	Page 1 of 10

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 8.5.1	<p><b>Control of production and service provision</b></p> <p>The organization shall implement production and service provision under controlled conditions.</p> <p>Controlled conditions shall include, as applicable:</p> <ul style="list-style-type: none"> <li>a) the availability of documented information that defines:</li> <li>1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed;</li> <li>2) the results to be achieved;</li> <li>b) the availability and use of suitable monitoring and measuring resources;</li> <li>c) the implementation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met;</li> <li>d) the use of suitable infrastructure and environment for the operation of processes;</li> <li>e) the appointment of competent persons, including any required qualification;</li> <li>f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement;</li> <li>g) the implementation of actions to prevent human error;</li> <li>h) the implementation of release, delivery and post-delivery activities</li> </ul>	<p>Doc incl Tech file QA system Procedures Calibration incl Management review Roles + titles Feedback.</p>
VST Ltd ISO9001:2015 8.5.2	<p><b>Identification and traceability</b></p> <p>The organization shall use suitable means to identify outputs when it is necessary to ensure the conformity of products and services.</p> <p>The organization shall identify the status of outputs with respect to monitoring and measurement requirements throughout production and service provision.</p> <p>The organization shall control the unique identification of the outputs when traceability is a requirement, and shall retain the documented information necessary to enable traceability.</p>	<p>QA system Procedures Bar code tracking Doc index</p>
VST Ltd ISO9001:2015 8.5.3	<p><b>Property belonging to customers or external providers</b></p> <p>The organization shall exercise care with property belonging to customers or external providers while it is under the</p>	QA System

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	<p>organization's control or being used by the organization. The organization shall identify, verify, protect and safeguard customers' or external providers' property provided for use or incorporation into the products and services.</p> <p>When the property of a customer or external provider is lost, damaged or otherwise found to be unsuitable for use, the organization shall report this to the customer or external provider and retain documented information on what has occurred.</p> <p>NOTE A customer's or external provider's property can include materials, components, tools and equipment, premises, intellectual property and personal data.</p>	Doc index Bar code packing
VST Ltd ISO9001:2015 8.5.4	<p><b>Preservation</b></p> <p>The organization shall preserve the outputs during production and service provision, to the extent necessary to ensure conformity to requirements.</p> <p>NOTE Preservation can include identification, handling, contamination control, packaging, storage, transmission or transportation, and protection.</p>	QA Bar code Doc index
VST Ltd ISO9001:2015 8.6	<p><b>Release of products and services</b></p> <p>The organization shall implement planned arrangements, at appropriate stages, to verify that the product and service requirements have been met.</p> <p>The release of products and services to the customer shall not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority and, as applicable, by the customer.</p> <p>The organization shall retain documented information on the release of products and services. The documented information shall include:</p> <p>a) evidence of conformity with the acceptance criteria; b) traceability to the person(s) authorizing the release</p>	Management Renew Marketing index Doc index
VST Ltd ISO9001:2015 8.7.1	<p>The organization shall ensure that outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery.</p> <p>The organization shall take appropriate action based on the nature of the nonconformity and its effect on the conformity of products and services. This shall also apply to nonconforming products and services detected after delivery of products, during or after the provision of services.</p> <p>The organization shall deal with nonconforming outputs in one or more of the following ways:</p> <p>a) correction; b) segregation, containment, return or suspension of provision of</p>	QA Bar codes PMS Feed back Doc index Supplier review

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	products and services; c) informing the customer; d) obtaining authorization for acceptance under concession. Conformity to the requirements shall be verified when nonconforming outputs are corrected.	
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	<b>QUESTION:</b>	<b>RESPONSE:</b>	<b>Y/N</b>
1	Check all issues from the previous audit are completed.  <i>No Non Conformances</i>	<i>No Issues outstanding</i>	<i>Y</i>
2	Check that stock booked in, is transferred to relevant location with Barcodes. All stock opened should have barcodes or a Hold label with Issue number.		<i>Y</i>
3	Verify that goods are checked against the original Purchase Order and Supplier delivery Note. Then entered into the Deliveries in Intrastats. Check the Supplier delivery Note has been marked to show quantity delivered and ticked off. Then stamped with the dated received stamp and initialled  Check 5 separate stock items from the good awaiting QA shelf. Pick an item, put the ID in Serial Number search to get the Purchase Order Number and go to the Delivery Notes file. 1. PST 4165 8010018 1d 2745347 ✓ 2. PST 4364 8010018 1d 2745350 ✓ 3. PST 4372 801002 1d 2742791 ✓ 4. PST 4237 8010020 1d 2742435 ✓ 5. PST 4327 8010050 1d 27440174 ✓		<i>Y</i>
4	Check that incorrect goods, non-conforming parts and those with queries are segregated, identified as such and put on hold awaiting action. These must all have a HOLD label with Issue Number, date and initials. List any that are unidentified.		<i>Y</i>
5	Are goods identified Hold when awaiting action and in the appropriate area. Those on a none hold shelf should have a HOLD label with Issue Number, date and initials. List any items that are unidentified.	<i>all identified</i>	<i>Y</i>

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6	Check the Deliveries on Intrastats has been filled in correctly. Look at the last week. Check for purchase order numbers, stock types, quantities, SRS's etc. In Stock – Deliveries		Y
7	Are all incoming consignments logged in the Deliveries on Intrastats. Check 5 random Delivery Notes/Purchase orders for the previous 3 months from different companies. 1. PST 4165 2. PST 4364 ✓ 3. PST 4372 ✓ 4. PST 4237 ✓ 5. PST 4227 ✓		Y
8	Check that items, once through QA are packaged correctly and labelled appropriately. List 5 checked. 1. 8016020 ✓ 2. 8000004 cable ✓ 3. 4. 5.		Y
9	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.	None found	Y
10	Verify that repairs booked in are identified by Service Repair Number (SRN) and Service Repair Sheet (SRS). That the appropriate information is included in the ducket prior to moving to workshop. Check all the duckets on the Repairs shelf in Goods In. List any without the correct paperwork.		Y
11	Check that the relevant information is entered onto Intrastats. Check 5 SRS's. Returns – Returns Completed or Repairs not completed.		

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1.	68930	<p>very few SRS for VST. These 2 are only ones in 2024/25</p>	Y
2.	68836		
3.			
4.			
5.			
12	Check the building for unidentified or unmarked goods without a hold label. The label should include an Issue number, date and initials. List any that are found.		Y
13	Are goods identified Hold when awaiting action and in the appropriate area. HOLD label must have Issue Number, date and initials. List any items that are unidentified.		Y
14	Check that Return to Supplier is complete and up to date as per Intrastats. Task ID (66) Search issue to see if up to date.	362531 ✓	Y
15	Check that there are no goods over one month left waiting to be returned on the shelf.		Y
16	Check Meeting in Intrastats is completed quarterly by MD.		Y
17	Check that completed stock is identified as such by Barcodes and the location is correct. Check 5 stock items at random. 1. 8010020 ✓ 2. 6000004 ✓ 3. 4. 5.	No other stock at time of audit	Y
17	Check that storage areas are adequate for safe handling and easy access to goods. Walk round all stock areas and note any restriction/problems.		Y

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### **Sub Processes Linked to Audit 09**

Review the below processes tasks and audits and ensure they are completed in a timely manner.

### **List Processes Per Title**

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<b>Managing Director</b>	<b>Roll Task</b>	<b>Risk</b>	<b>Action</b>	*	Notes
<b>Process Scope</b>	<b>Roll Audit</b>				
PROCESSID 7830 To review the Quantities of Failed product per Stock reference Passing through the Q.A. system	Task: 727 Goods In <i>25129</i> Audit :729 <i>354353</i> Managing Director	Freq 3 Risk 1 Overall 3	Task 1M Audit 3M		
<b>IT Controller</b>	<b>Roll Task</b>	<b>Risk</b>	<b>Action</b>	*	Notes
<b>Process Scope</b>	<b>Roll Audit</b>				
PROCESSID 6838 To find and correct opera when it reads Negative stock values.  NOT REQUIRED ANYMORE Opera	Task: 461 Audit :	Freq 1 Risk 1 Overall 1			
<b>Product Controller</b>	<b>Roll Task</b>	<b>Risk</b>	<b>Action</b>	*	Notes
<b>Process Scope</b>	<b>Roll Audit</b>				
PROCESSID 5854 To update and maintain the Stock FAQ list	Task: 231 <i>351075</i> Director 3 (Steve) Audit :374 <i>352941</i> Managing Director	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M		
<b>Marketing Controller</b>	<b>Roll Task</b>	<b>Risk</b>	<b>Action</b>	*	Notes
<b>Process Scope</b>	<b>Roll Audit</b>				
PROCESSID 6894 Maintenance and research of cross reference tables	Task: 673 <i>358986</i> Marketing Processes	Freq 3 Risk 1 Overall 3	Task 1M Audit 3M		

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		Audit :674 359646 Director 3 (Steve) <i>in terms</i>					
<b>Sales Controller</b>							
Process Scope	<b>Roll Task</b> <b>Roll Audit</b>	Risk	Action	*	Notes		
PROCESSID 57 To Review Memos on Stock references tagged as Temporary	Task: 207 358278 Director 3 (Steve) Audit :206 35695 Managing Director	Freq 2 Risk 1 Overall 2	Task 1M Audit 3M				
<b>Warehouse Team Leader</b>							
Process Scope	<b>Roll Task</b> <b>Roll Audit</b>	Risk	Action	*	Notes		
PROCESSID 7826 To Receive Goods from Suppliers	Task: 915 359653 Goods Out Audit :734 359525 Office Processes	Freq 2 Risk 2 Overall 4	Task 1M Audit 3M				
PROCESSID 7903 Empty Warehouse depleted sensor bin into Bin in cage and record weights in intrastats where relevant	Task: 878 359116 Goods In Audit :879 354365 Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Task 3W Audit 6M				
PROCESSID 7914 To download or pdf the proof of deliveries  This is not needed at present. It was brought in prior to covid.	Task: 917 355489 Company Secretary Audit :918 340753 Office Processes	Freq 1 Risk 1 Overall 1	Task 12M Audit 24M				
PROCESSID 7915 To ensure we have enough items of particular stock for certain customer whom can and do place large orders of regular stock,	Task: 921 359797 Goods In Audit :	Freq 1 Risk 1 Overall 1	Task 1W				
PROCESSID 7917 Check stock requirements for human med Stock NO Longer required	Task: 920 Audit :	Freq 1 Risk 1 Overall 1					
PROCESSID 7923 To Review and tidy up any outstanding	Task: 935 359654 Goods Out	Freq 1 Risk 1	Task 2W Audit 1M				

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RMA's that have been resolved by Supplier credit notes	351977 Audit :936 Goods In	Overall 1			
PROCESSID 7957 Warehouse requests for stock to be reviewed, any shortages to be ordered or produced with a production Job	Task: 1047 Director 3 (Steve) 358993 Audit :	Freq 1 Risk 1 Overall 1	Task 1M		
PROCESSID 7967 To count the final year end stock for VST	Task: 1084 Goods In 35423 Audit :	Freq 2 Risk 2 Overall 4	Task 12M		
PROCESSID 8006 Visually check the warehouse for unidentified stock	Task: 1158 Company Secretary 357985 Audit :1159331269 Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		
PROCESSID 8009 Randomly test/list 5 stock Items from finished shelves. to verify their location in intrastats, Check for Barcode label. check serial number or batchnumber where applicable to the barcode. confirm packaged suitably.	Task: 1164 356388 Office Processes Audit :1165 357986 Production Processes	Freq 1 Risk 1 Overall 1	Task 6M Audit 12M		
PROCESSID 8010 Verify Ebay stock is scanned to the correct shelf.	Task: 1166 356389 Marketing Processes Audit :1167326483 Office Processes	Freq 1 Risk 1 Overall 1	Task 6M Audit 12M		
PROCESSID 8011 Confirm location and condition of all Demo and Exhibition Stock. Confirm stock is separate from regular stock. Confirm stock levels are correct.	Task: 1168 325540 Marketing Processes Audit :1169331270 Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		
<b>Audits</b>					
<b>Process Scope</b>	<b>Roll Task</b> <b>Roll Audit</b>	<b>Risk</b>	<b>Action</b>	*	<b>Notes</b>
PROCESSID 7721 To carry out Audit 09 Goods Inward And Product Identity Viamed	Task: 351925 Audit :170 x this Audit Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		

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PROCESSID 7769 To carry out Audit 09 Goods Inward And Product Identity VST	Task: 351926 Audit :174 This Audit Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M			
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### Office Processes

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7792 A report is generated from figures in Intrastats to display how many orders have been shipped without errors	Task: 637 350930 Managing Director Audit :638 350931 Company Secretary	Freq 2 Risk 1 Overall 2	Task 3M Audit 3M		
PROCESSID 7914 To download or pdf the proof of deliveries  This is not needed at present. It was brought in prior to covid.	Task: 917 335489 Company Secretary Audit :918 346753 Office Processes	Freq 1 Risk 1 Overall 1	Task 12M Audit 24M		
PROCESSID 7943 To review stock levels of 8000004	Task: 1006 357812 Office Processes Audit :	Freq 1 Risk 1 Overall 1	Task 1M		

### Goods In

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7859 Checking of the POR Files For Items Delivered But Not Removed From File	Task: 767 358838 Goods In Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7898 Stamp Acceptance of parcels in goods in with date stamp, log entry into the goods in database	Task: 836 360024 Goods In Audit :	Freq 1 Risk 1 Overall 1	Task 1D		
PROCESSID 7976 Decontamination Of Incomming Products And Repairs. Clean items and make sure safe to handle. Use gloves where needed.	Task: 1098 358713 Goods In Audit :1099 355511 Company Secretary	Freq 2 Risk 2 Overall 4	Task 1M Audit 12M		

### QA Goods In

Process Scope	Roll Task	Risk	Action	*	Notes
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		Roll Audit					
		Task: 1059 Goods In 357155 Audit :1060 348654 Managing Director	Freq 1 Risk 1 Overall 1	Task 1M Audit 6M			
<b>Repair Processes</b>							
Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes		
<b>PROCESSID 7897</b> To check the daily returns for any that are oxygen sensors only, so they can be fast tracked through the system	Task: 834 360023 Production Processes Audit :	Freq 1 Risk 1 Overall 1	Task 1D				

Rolling Tasks Linked to Document :Task (170) Task (637) Task (174) Task (915) Task (207) Task (231) Task (673) Task (461) Task (727) Task (767) Task (836) Task (878) Task (834) Task (917) Task (921) Task (920) Task (935) Task (1006) Task (1047) Task (1059) Task (1084) Task (1098) Task (1158) Task (1164) Task (1166) Task (1168)