

VIAMED

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 | 12-5-14 | Auditor <i>HF LAMB</i> | ISO 7.5.3 |

| QUESTION: | RESPONSE: | Y/N |
|--|---|------------|
| Check that stock booked in is transferred to relevant location with copy Delivery Note or Barcodes. | <i>checked goods in Nova + Bluepart</i> | Y |
| Verify that goods are cross-checked against the original Purchase Order and Supplier delivery Note, and then entered into the Goods-in Book. | <i>POR209617 Not Y/N POR209633 ✓</i> | Y |
| Check that incorrect goods are identified as such, and are processed as stated in the relevant procedure. | <i>none present</i> | Y |
| Check that items, once tested, are boxed / bagged and labelled appropriately. List 6 checked. <i>X 1</i> | | Y |
| 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. | | Y |
| Verify that repairs booked in are identified as such and that the appropriate information is attached prior to moving to workshop. | <i>one found. SRS 64288</i> | Y |
| Check that the relevant information is entered onto Intrastats. | <i>checked above</i> | Y |
| 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). | <i>all seen had SRS sheet</i> | Y |
| Check that repairs are separated into the differing departments i.e. Workshop and / or Technical. | <i>Workshop/ JC</i> | Y |
| Are Non-Conforming parts and those with queries segregated and put on Hold, with a Hold label and Issue Number. | | Y |
| Check incoming product is transferred to the appropriate coloured ducket. | | Y |
| Check that the relevant information is in ducket. | | Y |
| Check Building for unallocated or unmarked goods. | | |
| Are Rejected goods identified correctly. | <i>None found</i> | Y |
| Are goods return notes completed correctly. | <i>Intrastats</i> | Y |
| 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. | | Y |
| Is incoming material checked to see that the requirements of the Purchase Order have been met. Check 6 random entries in Goods In Book. | <i>as above</i> | Y |
| Are goods identified Hold when awaiting action. | | |
| Check Inspection area log goods marked & unmarked. | <i>* 2</i> | Y |
| Are unidentified goods marked HOLD. | | |
| Walk around building log all goods found. | | Y |
| Have the courier/delivery notes stamped received, Opera stamped including the date and initials. Check 6 random entries. | <i>* 4</i> | Y |
| Check that Return to Supplier is complete and up to date as per Intrastats. | | Y |
| Check that there are no goods over one month left waiting return. Check 6 Items. | <i>BP-weekly Tel2 weekly Env-When Reg part stock meet</i> | * 3 |
| Check Meeting in Intrastats is completed monthly by MD. | | |
| Check that completed stock is identified as such by Barcodes and the location | | Y |

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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.