

VST

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 H LAMB	ISO 7.5.3

QUESTION:	RESPONSE:	Y/N
Check that stock booked in is transferred to relevant location with copy Delivery Note or Barcodes.		Y
Verify that goods are cross-checked against the original Purchase Order and Supplier delivery Note, and then entered into the Goods-in Book.	VSTP000261 VSTP000262	Y
Check that incorrect goods are identified as such, and are processed as stated in the relevant procedure.	None present	Y
Check that items, once tested, are boxed / bagged and labelled appropriately. List 6 checked.	3 listed #1	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.	None found.	Y
Verify that repairs booked in are identified as such and that the appropriate information is attached prior to moving to workshop.	None found	Y
Check that the relevant information is entered onto Intrastats.		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).		Y
Check that repairs are separated into the differing departments i.e. Workshop and / or Technical.	SN or Supplier	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.	Not done	
Check that the relevant information is in ducket.	None found	Y
Check Building for unallocated or unmarked goods.		
Are Rejected goods identified correctly.	None found	Y
Are goods return notes completed correctly.	Intrastats	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.	#2	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.	as above	Y
Are goods identified Hold when awaiting action.	None found	Y
Check Inspection area log goods marked & unmarked.	None found	Y
Are unidentified goods marked HOLD.		
Walk around building log all goods found.	None found	Y
Have the courier/delivery notes stamped received, Opera stamped including the date and initials. Check 6 random entries.		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.	all returned	Y
Check Meeting in Intrastats is completed monthly by MD.	one stock meet	Y
Check that completed stock is identified as such by Barcodes and the location	#3	N

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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.		