

VST

Internal Audit Check list			
Handling & Stock Control			
Created:	17/May 1995	Audit No 07	VM3/COP05/07/08/09 VOP07
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Audit Date	13-5-14	Auditor H Lamb	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.		Y
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.		NA
Check in Intrastats that COSHH data sheets are available for all products.		NA
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.	*2	N
Check that demonstration and exhibition stock is separate from other stock.	none at present	Y
Verify that product in the non-conforming area can only be removed by authorised personnel. <i>labelled as such.</i>		Y
Verify that the quantity of an item in stock is correct to that in Opera and Intrastats. Check 6 stock items.	*2	Y
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.	*3	Y
Check that completed products are adequately stored. List those checked.	*3	Y
Verify that there are adequate storage areas in the workshop for a working stock of assembly components. <i>Not done in house VST</i>		N/A
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. *1	Stock Room *12	N
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. <i>none at time of audit</i>		Y
Are products tested to a specification and the results recorded in intrastats. Check 6 items. <i>Not 6 to check Not done like this</i>	*4	
Are all parts in the warehouse properly identified with Viamed Location Tracking Barcodes. Identify unmarked items. <i>VST</i>		Y
If more space is required for answers use the reverse of this form.		

*1 Need 'VST stock area sign'

	stock	loc	Quantity	in bucket	B/c	Op	Inva
*2	8030498	33212X	50		50	50	50✓
	8010003	33212X	32	32	32	32	3232✓
	8010000	33212X	4		4	4	4✓
	8010006	33212X	150		150	150	150✓
	8000004	33212X	0		0		0✓

165220 is correct sc correcting shelf label
 165220 used to be on duckets as location when company started.

*3 8030498 ✓
 803051 ✓ component.
 8010006 ✓
 8010003 ✓
 8010000 ✓

*4 8010002 } test-able items
 8010006 } not done in VST at Enrtec
 8010000 } reading test results are sent to us. Not put into invents.