

VST

# Internal Audit Check list

## Handling & Stock Control

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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 bucket 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.		N/A
Check in Intrastats that COSHH data sheets are available for all products.		N/A
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.	X2	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.	X2	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.	X3	Y
Check that completed products are adequately stored. List those checked.	X3	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 bucket only.		Y
Are stores and storage areas secure and suitably identified with signs. List problem areas. <i>X1</i>	Stock Room X12	N
Are uncontrolled material and parts identified as such: Check that items in Quarantine have HOLD labels.		Y
Check unentered and pre QA items are labelled and/or are in the correct area and have a hold label with Issue number on.	none at time of audit	
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>	X4	
Are all parts in the warehouse properly identified with Viamed Location Tracking Barcodes. Identify unmarked items.	VST	Y
If more space is required for answers use the reverse of this form.		

\*1 Need 'VST stock area sign'

Stock	Loc	Quant in Schet	B/C	Op	Inva
8030498	33212X	50	50	50	✓
8010003	33212X	<del>32</del>	<del>32</del>	<del>32</del>	✓
8010000	33212X	4	4	4	✓
8010006	33212X	150	150	150	✓
8000004	33212X	0	0	0	✓

\*2 165220 is correct <sup>SC</sup> 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 Enertec  
8010000 } reading test results are sent to  
us. Not part into intrastats.