

VIAMED

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		Auditor	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.	*4	
Check in Intrastats that COSHH data sheets are available for all products.	*4	
Check that all hazardous products are kept in the secure cabinet.	Chemicals cupboard	Y
Check that items in a stock locations is correct to Intrastats. Check 6 items.	*1	Y
Check that demonstration and exhibition stock is separate from other stock.	Stock Room 5	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.	*1	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.	*2	Y
Check that completed products are adequately stored. List those checked.	*2	Y
Verify that there are adequate storage areas in the workshop for a working stock of assembly components.		Y
Check that product movement around the workshop is by ducket only.		Y
Are stores and storage areas secure and suitably identified with signs.		Y
List problem areas. <i>No problems</i>		
Are uncontrolled material and parts identified as such: <i>have a QA label</i> Check that items in Quarantine have HOLD labels. <i>Label</i>	Items not held	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.		
Are products tested to a specification and the results recorded in intrastats. Check 6 items.	*3	Y
Are all parts in the warehouse properly identified with Viamed Location Tracking Barcodes. Identify unmarked items.		Y
If more space is required for answers use the reverse of this form.		

		Tac	Duchat	B/C	OP	Other
*1	0039100	126648✓	45	8/ma 45	45	45
	4330001	126662✓	2	2		
	0052204	126689✓	10	10	10	10
	0019002	126686✓	51	51	51	51
	PP8600	126590✓	2	2	(3 in Exhib)	2+1 Exhib
	0111205	126534✓	7	7	9?	7+1 Demo
					so informed	

*2 0111230 ✓✓
 0131201 ✓✓
 0110071 ✓✓
 0019948 ✓✓
 2710152 ✓✓
 2510000 ✓✓

*3 0110057 1d 742957
 0110042 1d 724149
 2810037 1d 561086
 2810007 1d 626143
 0012163 1d 360466
 4410520 1d 741122

*4 unable to do no system in place
 issue to DL.