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		Auditor	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. on intrastats	POR10245 Del Note not present	Y
Check that incorrect goods are identified as such, and are processed as stated in the relevant procedure.	none at present	Y
Check that items, once tested, are boxed / bagged and labelled appropriately. ~~List 6 checked.~~		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.		Y
Check that the relevant information is entered onto Intrastats.	RC Yes	
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.		Y
Are Non-Conforming parts and those with queries segregated and put on Hold, with a Hold label and Issue Number.	not in non conforming Area - signed	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.		Y
Are Rejected goods identified correctly.	None in	Y
Are goods return notes completed correctly. on Intrastats - Returns		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.	*! need issue	
Is incoming material checked to see that the requirements of the Purchase Order have been met. Check 6 random entries in Goods In Book.		Y
Are goods identified Hold when awaiting action. Check Inspection area log goods marked & unmarked.		Y
Are unidentified goods marked HOLD. Walk around building ~~log all goods found.~~		Y
Have the ~~courier/delivery notes~~ our POR 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.	issued weekly	Y
Check that there are no goods over one month left waiting return. Check 6 Items.	weekly	Y
Check Meeting in Intrastats is completed monthly by MD.	#4	
Check that completed stock is identified as such by Barcodes and the location		Y

Tom Thursday room

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.		Y

#1 POR10248 on system not put
Company name JC

POR10272 not on JC
POR10264 not on CG not stamped
POR10265 in + stamped RC ✓
POR10242 in + stamped RC –
POR10243 in + stamped RC #60209

#4 3monthly Reviews.

SRS 64569 Jamjoom - capno
SRS 64934 Lister Hosp AX300
SRS 64922 Queen Elizabeth MX300
SRS 64879 YAS probes
SRS 64712 Aroelukt sensors
SRS 66084 Internal Queries Ilco