VST

Internal Audit Check list

GOODS INWARDS & PRODUCT IDENTITY

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Audit Date	2-7-15	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. on Intrastats		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.	All given to SN not on shelf	Y
Check that the relevant information is entered onto Intrastats.		
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).	NA	Y
Check that repairs are separated into the differing departments i.e. Workshop and / or Technical.	NA	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.		Y
Check that the relevant information is in ducket.		Y
Check Building for unallocated or unmarked goods.	#1	Y
Are Rejected goods identified correctly.	none "	
Are goods return notes completed correctly. on Intrastats - Returns		
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.	VST P000406 405 408	
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.	none at present	Y
Are unidentified goods marked HOLD. Walk around building log all goods found.	none	Y
Have the ~~courier/delivery~~ our POR 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.	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	pending	

*3

57685

#2 VST stock Shelves - no labels.

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 Cal Dry says not stock item feel this should be stated ? barcodes found

#2 Shelf - no barcodes #59685

#3 can the Purchase order show on goods in box

#4 Change Audit to Read 3monthly Review