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. in Intrastats	unless urgent stock waiting	Y
Check shelf life items by COSHH data sheet statements and labelling instructions. Expire date imported on Booking in. New list in Intrastats	Stock	Y Exp Date.
Check in Intrastats that COSHH data sheets are available for all appropriate products.		Y
Check that all hazardous products are kept in the secure cabinet. x2		
Check that items in a stock locations is correct to Intrastats. Check 6 items. x3		
Check that demonstration and exhibition stock is separate from other stock.		Y
Verify that product in the non-conforming area can only be removed by authorised personnel. Issue heading non con stock transfer QC19	form must be sign + in ISO	Y
Verify that the quantity of an item in stock is correct to that in Opera and Intrastats. Check 6 stock items. x4		N
Verify that they are regularly updated and maintained. Done weekly by RC		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.	ISO	Y
Check that the packing of finished product is appropriate and will preserve quality to the end user. List those checked. 4420578 1134014 CP8587	0110051 2810011 0111205	Y
Check that completed products are adequately stored. List those checked.	as above	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. List problem areas. Stock Room 15 needs signs		Y
Are uncontrolled material and parts identified as such: Check that items in Quarantine have HOLD labels. Stock to be returned to stock Check unentered and pre QA items are labelled and/or are in the correct area - scanned to QA and have a hold label with Issue number on.	Checked Exhibition Shelf	Y
Are products tested to a specification and the results recorded in intrastats. Check 6 items. id - 818936✓, 676524✓, 766051✓, 850063✓, 846073	793723	Y
Are all parts in the warehouse properly identified with Viamed Location Tracking Barcodes. Identify unmarked items. Stock Room 15		Y
If more space is required for answers use the reverse of this form.		

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#2 what is Hazardous? Can secure include secure caps on bottles?

#3

	Location Ids	Loc	#4 Stock	Shelf Count	op int
	34289 ✓	- 15, 9, test Rack ✓	0110051	2 ✓	✓
	837964 ✓	15, 7, 1, 2 ✓	0111205	6 ✓	✓
	837892 ✓	15, 3, 3, 4 ✓	0111260	7 ✓	✓
	33290 ✓	- 5, 1, 2, 1 ✓	0014905	1644	
126518	126519	- 1, 2, 1, 4 ✗	2710305	2 ✓	✓
126504	126524	- 1, 1, 2, 2 ✓	0212013	6 ✓	✓