VST

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	11-6-15	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 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		Y
Check shelf life items by COSHH data sheet statements and labelling instructions. List in	Intrastats	Y
Check in Intrastats that COSHH data sheets are available for appropriate all products.	✓ *1	Y
Check that all hazardous products are kept in the secure cabinet.	*2	
Check that items in a stock locations is correct to Intrastats. Check 6 items. *3	No Shelf id's	N
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 QC19 authorised personnel.	form must be signed + in ISO	Y
Verify that the quantity of an item in stock is correct to that in Opera and Intrastats. Check 6 stock items. *4		Y
Verify that they are regularly updated and maintained. Doesn't apply.		N/A
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.		
Check that the packing of finished product is appropriate and will preserve quality to the end user. List those checked. ~~4420578 1134014 PP8589~~ 8010012	~~0400051 2810011 0111205~~	Y
Check that completed products are adequately stored. List those checked.	as above	Y 8010012 8030498 8030492 8600004
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 1 shelf ids *3		
Are uncontrolled material and parts identified as such: Check that items in Quarantine have HOLD labels. Check unentered and pre QA items are labelled and/or are in the correct area and have a hold label with Issue number on.	Checked Exhibition - Scanned to QA	None at present Y
Are products tested to a specification and the results recorded in intrastats. Check 6 items.		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.		

VST

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

#3 No Id's on the VST Shelves
#59684

#4 8010005 5 Ids barcodes 4 Sensors in Docket X
Spoke to JC
4 in Intrastats + Opera
#59689
8030492 2 bags Complete assumed 500 in each X
Single barcode Item
Opera says 900 Intrastats says 1000
8010000 6 Ids barcodes 6 counted
Opera says 6 Bar Codes say 4 X
8000004 8 bags of 100 No. Ids Bar codes
800 in Opera 400 bar codes. X