Internal Audit Check list

GOODS INWARDS & PRODUCT IDENTITY *Vianett*

Created:	17/May 1995	**Audit No 09**	VM3/COP05/06 VOP07
Revised:	31 August 2016	Last printed 31/08/2016 01:32:03 PM	Page 1 of 3
Audit Date	31-8-16	Auditor HC	ISO 7.5.3

	QUESTION:	RESPONSE:	Y/N
1	Check that stock booked in is transferred to relevant location with Barcodes.		Y
2	Verify that goods are checked against the original Purchase Order and Supplier delivery Note and then entered into the Goods-in Book in intrastats. Check the Supplier delivery Note has been stamped with the Opera Received stamp and been dated and initialled. Check 5 separate stock items from the good awaiting QA shelf. Pick am item, put the ID in Serial Number search to get the Purchase Order Number POR and go to the Delivery Notes file. *POR file Match* 1 ID993735 0111275- POR10861 ✓ ✓ 2 ID994366 0330208- POR10873 ✓ ✓ 3 ID908622 0111230- POR10383 ✓ ✓ Part Del but correct 4 ID988397 0014495- POR10797 ✓ ✓ 5 ID994915 0321001- POR10744 ✓ ✓ part Delivery but correct.		Y
3	Check that incorrect goods, non-conforming parts and those with queries are segregated, identified as such and put on hold awaiting action. These must all have a Hold label and Issue Number. List any that are unidentified.		all ok
4	Check the Goods in Book on Intrastats has been filled in correctly. Look at the last week. In Stock – Deliveries		Y
5	Are all incoming consignments logged in the Goods Inward Book on intrastats. Check 5 random Delivery Notes/POR`s for the previous 3 months from different companies. 1 POR10909 RS ✓ 2 POR10877 Reihm ✓ 3 POR10855 Warwick booked in with POR10837 4 POR10802 posey ✓ 5 POR10744 Benzi ✓		Y

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6	Check that items, once through QA are packaged correctly and labelled appropriately. List 5 checked. 1 ·ID995313 MicroStm 2 ID911089 0014723 3 ID 994797 0014750 4 ID 957677 0012161 5 ID 993756 PP8000		Y
7	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. a week	nothing older than 2 days except Demo stock to be returned	Y
8	Verify that repairs booked in are identified by Service Repair Number (SRN) and Service Repair Sheet (SRS). That the appropriate information is included in the ducket prior to moving to workshop. Check all the duckets on the Repairs shelf in Goods In. List any without the correct paperwork.		Y
9	Check that the relevant information is entered onto Intrastats. Check 5 SRS's. Returns – Returns Completed or Repairs not completed. 1 SRS 65589 - RS - Direline, Vandagraph 2 SRS 65586 - SH ✓ 3 SRS 65583 - KE - } all info in except 4 SRS 65575 - EH - } email address. 5 SRS 65536 - SW -)	Need a way to show which company the SRS relates to Vianed vst or Vandagraph #78146	Y
10	Check Building for unallocated or unmarked goods. List any found. one Item Barcodes put to one side but found easily. no Carding ✓ ... resistors/emitters, check id 0015207 15, 16 ✓	every resistors emitters, check id 0015207 15, 16	Y
11	Are all incoming consignments logged in the Goods Inward Book on intrastats. Check 5 random Delivery Notes/POR`s for the previous 3 months from different companies. 1 2 3 4 5 QS DNP Question #		

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12	Are goods identified Hold when awaiting action and the appropriate area. List any items that are unidentified.	moved to Q4 *Dp of Q3*	Y
13	Are unidentified goods marked Hold. Walk around building log any unidentified goods found.	*Dp of Q4D* None ✓	
14	Check that Return to Supplier is complete and up to date as per Intrastats. Task ID (66) Search issue to see if up to date.		Y
15	Check that there are no goods over one month left waiting to be returned on the shelf.	none over a month	
16	Check Meeting in Intrastats is completed monthly by MD.	# 78175	
17	Check that completed stock is identified as such by Barcodes and the location is correct. Check 5 stock items at random. loc in 1 0110017 - 3133 - 3132 ✗ in process of re labeling shelves. 2 0110043 2123 - 2123 ✓ 3 2310107 15,5,4,2 - 15,5,4,2 ✓ 4 0014774 15,3,4,3 - 15,4,2,7 ✗ spoke to RC 5 PP800 15,5,24 - 15,5,2,4 ✓ # 78166		
18	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

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QUESTION:	RESPONSE:	Y/N
Check that stock booked in is transferred to relevant location with ~~copy Delivery Note~~ or Barcodes.	✓	
Verify that goods are ~~cross~~-checked against the original Purchase Order and Supplier delivery Note, and then entered into the Goods-in Book. in trasket ✓ Check QA Items from QA shelf		
Check that incorrect goods are identified as such, ~~and are processed as stated in the relevant procedure.~~ QA Packed put on hold awaiting rework ✓		
Check that items, once ~~tested~~, are ~~boxed / bagged~~ and labelled appropriately. List 6 checked.	✓	
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.	✓	
Verify that repairs booked in are identified as such and that the ~~appropriate information~~ is attached prior to moving to workshop. SR Rewrite	✓	
Check that the relevant information is entered onto Intrastats. Check 5 SRN's		
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).		
Check that repairs are separated into the differing departments i.e. Workshop and / or Technical.		
Are Non-Conforming parts and those with queries segregated and put on Hold, with a Hold label and Issue Number.	✓	
~~Check incoming product is transferred to the appropriate coloured ducket.~~ Not done		
~~Check that the relevant information is in ducket.~~ no codes		
Check Building for unallocated or unmarked goods.		
Are Rejected goods identified correctly.		
Are goods return notes completed correctly. Intrstat issue weekly. look for ID	✓	
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~~ different companies. last	✓	
Is incoming material checked to see that the requirements of the Purchase Order have been met. Check 6 random entries in Goods In Book.	✓	
Are goods identified Hold when awaiting action in appropriate area Check Inspection area log goods ~~marked & unmarked.~~ any Items in area Identified.	✓	
Are unidentified goods marked HOLD. Walk around building log all goods found.		
Have the courier/delivery notes stamped received, Opera stamped including the date and initials. Check 6 random entries.	✓	
Check that Return to Supplier is complete and up to date as per Intrastats.		
Check that there are no goods over one month left waiting return. Check 6 ~~Items.~~ List any found	✓	
Check Meeting in Intrastats is completed monthly by MD.		
Check that completed stock is identified as such by Barcodes and the location		

Returns. ID returns Supplier Returns

add line for Goods in book ✓

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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.		