

Internal Audit Check list

GOODS INWARDS & PRODUCT IDENTITY

VST

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 <i>AR</i>	ISO 7.5.3

	QUESTION:	RESPONSE:	Y/ N
1	Check that stock booked in is transferred to relevant location with Barcodes.		Y
2	<p>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.</p> <p>Check 5 separate stock items from the good awaiting QA shelf. Pick an item, put the ID in Serial Number search to get the Purchase Order Number POR and go to the Delivery Notes file.</p> <p>1 2 3 4 5</p>	<p><i>None on Shelf all Seen QA'ed</i></p>	Y
3	<p>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.</p> <p>List any that are unidentified.</p>		Y
4	<p>Check the Goods in Book on Intrastats has been filled in correctly. Look at the last week.</p> <p>In Stock – Deliveries</p>		Y
5	<p>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.</p> <p>1 VSTP000556 Enitec ✓ 2 VSTP000544 Seton ✓ 3 VSTP000539 Enitec ✓ 4 VSTP000509 Enitec ✓ 5 VSTP000515 Enitec ✓ on system put wrong Number 615 error</p>	<p><i>not possible too few suppliers</i></p>	Y

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(V5)

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6	<p>Check that items, once through QA are packaged correctly and labelled appropriately. List 5 checked.</p> <p>1 SN APD111201 APD16 2 SN 1SC100152 SC-1220 3 4 5</p> <p><i>No other stock to check.</i></p>		Y
7	<p>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.</p> <p><i>all correct</i></p>	<i>nothing at time of Audit</i>	N/A
8	<p>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.</p> <p>Check all the duckets on the Repairs shelf in Goods In. List any without the correct paperwork.</p>		Y
9	<p>Check that the relevant information is entered onto Intrastats.</p> <p>Check 5 SRS's. Returns – Returns Completed or Repairs not completed.</p> <p>1 SRS 65565 ✓ <i>no email address</i> 2 SRS 65515 ✓ 3 SRS 63679 ✓ <i>some info in</i> 4 SRS 65344 ✓ 5 SRS 65516 ✓</p>	<i>#78166</i> <i>No way to see what company SRS for VST or other.</i> <i>searched VST companies in SRS & find relevant ones to look at.</i>	✓
10	<p>Check Building for unallocated or unmarked goods. List any found.</p>	<i>None found</i>	Y
11	<p>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.</p> <p>1 <i>Marstrand 254</i> 2 3 4 5</p> <p><i>Q5 - 497</i></p> <p><i>Duplicate question</i></p>		

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12	Are goods identified Hold when awaiting action and the appropriate area. List any items that are unidentified.	<i>Drop of Q3 to Q4 # moved</i>	
13	Are unidentified goods marked Hold. Walk around building log any unidentified goods found. <i>Drop of Q1 to #</i>	<i>none found</i>	
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.		<i>Y</i>
15	Check that there are no goods over one month left waiting to be returned on the shelf.		<i>none over 1 month</i>
16	Check Meeting in Intrastats is completed monthly by MD.	<i># 78175</i>	
17	Check that completed stock is identified as such by Barcodes and the location is correct. Check 5 stock items at random. <i>Loc Inter</i> 1 8090075 1202 1202 ✓ 2 8030499 1202 1202 ✓ 3 8010012 1201 1201 ✓ 4 8010022 1201 1201 ✓ 5 8030492 1202 1202 ✓		<i>Y</i>
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.		<i>Ok</i>