Internal Audit Check list
Handling &Stock Control

Created:	17/May 1995	**Audit No 07** Viamed	VM3/COP05/07/08/09 VOP07
Revised:	20 October 2011	Last printed 6/2/2006 04:33:00 PM	Page 1 of 1
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. *Now on Intrastats*			Y
Check shelf life items by COSHH data sheet statements and labelling instructions.		Expire Date on Intrastats checked to Individual Items	
Check in Intrastats that COSHH data sheets are available for all products.		ongoing	
Check that all hazardous products are kept in the secure cabinet.			Y
Check that items in a stock locations is correct to Intrastats. Check 6 items.		#77378	
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.			Y
Verify that the quantity of an item in stock is correct to that in Opera and Intrastats. Check 6 stock items.			
Verify that they are regularly updated and maintained.		stock take ongoing	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. *rarely done*			Y
Check that the packing of finished product is appropriate and will preserve quality to the end user. List those checked. *Check 5*			Y
Check that completed products are adequately stored. List those checked.		used to ensure	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.			Y
Are uncontrolled material and parts identified as such: Check that items in Quarantine have HOLD labels. *No Quarantined Items* Check unentered and pre QA items are labelled and/or are in the correct area and have a hold label with Issue number on. *Shelf now for Pre QA*		issue JCRC	
Are products tested to a specification and the results recorded in intrastats. Check 6 items.		done automatically	
Are all parts in the warehouse properly identified with Viamed Location Tracking Barcodes. Identify unmarked items.			
If more space is required for answers use the reverse of this form.			

* need way to search these + index

*¹ problem abdedds, clarified in previous audit #77046 - on going

Viamed Audit 07

&2

bag lol's list

id	loc	intrastat
984519	31,2,3,	✓
667176	15,4,5,2	✓
944183	15,6,6,2	
675397	15,5,4,2	✓
# 990335	2,2,2,1	2222 ?
760243	5 111	✓

RC#77378

&3

##In

Issue shelf
SR2 none of
shelves labelled
correctly

R22med ✓

Y sensor
wrap 15-2-43

PN	Qty on Shelf	intrastats. Opera	
0016901	20	✓	✓
23+0007	7	✓	✓
01100021 check 74 spread over several locations.		✓	X Corrected.
~~2633112~~			
3210013	28	✓	26 ✓
0014774	4	✓	✓
0052203 check 26 ?16 on shelf. H error		16✓	16✓

X4

231007
3210013
4410500

0111275

2810007

PP8788

&5 cables stock Room / need location? #
        check Id 131585 Check id.
Robert's shelf needs loc if stock on it   ✗ no stock
                                                              on it   #77380
goods in hold shelf needs loc sticker +
              hold labels. JC/RC   #77379
                                              JC always in
                                              process of new shelf-