

Internal Audit Check list

Handling & Stock Control

Created:	17/May 1995	Audit No 07 <i>VST</i>	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. <i>on Instrastats</i>		Y
Check shelf life items by COSHH data sheet statements and labelling instructions	<i>exprie dates on instrats checked to individual items.</i>	
Check in Intrastats that COSHH data sheets are available for all products. XX	<i>ongoing</i>	
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.	<i>Issue sent</i>	<i>No #77381</i>
Check that demonstration and exhibition stock is separate from other stock.		N/A
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.	<i>#77381</i>	
Verify that they are regularly updated and maintained.	<i>Stock take now ongoing</i>	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.		N/A
Check that the packing of finished product is appropriate and will preserve quality to the end user. List those checked.		Y
Check that completed products are adequately stored. List those checked. <i>Used to above</i>		Y
Verify that there are adequate storage areas in the workshop for a working stock of assembly components.		N/A
Check that product movement around the workshop is by ducket only. <i>Goods in/ QA</i>		all Y
Are stores and storage areas secure and suitably identified with signs.		Y
List problem areas.		
Are uncontrolled material and parts identified as such: <i>No Quarantined items</i>		
Check that items in Quarantine have HOLD labels.		Y
Check unentered and pre QA items are labelled and/or are in the correct area and have a hold label with Issue number on. <i>Shelf for Pre QA</i>		
Are products tested to a specification and the results recorded in intrastats. Check 6 items.	<i>done automatically</i>	
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.		

** need and way to search these + index*

*# A problem already identified in prev audit 2016
72046 - ongoing*

Zx VST Audit 07

by id's list

Issue IC
#

ids

loc

C-trunk

grommets 969236 1202 X 1201

check - 681131 1202 X ? 15, 9 Sensor Rad
correct id

993875 1201 ✓

Tie
wraps

977999 1202 X Ductwall
VST comp

Labels 752072 1202 No location

993869 1201 ✓

83 P/N 8030499 shelf C-trunk open
11 ✓ X

check = 8090015 4 Single B/code item

check - 8030498 42 X 45 47.

8010022 APD165 200 ✓ ✓

8010012 SC-122D 100 ✓ ✓

#77381

are issue for
both areas.

84 8010022 Sensors
8010012
8010010