Internal Audit Check list

GOODS INWARDS & PRODUCT IDENTITY

Created:	17/May 1995	**Audit No 09**	VM3/COP05/06 VOP07
Revised:	05 September 2016	Last printed 02/06/2006 05:04:00 PM	Page 1 of 3
Audit Date	5-4-17	Auditor H LAMB BSc Hons	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 Id SN type 1 1178417 4421029 Samplas line 2 1016555 0010542 Cable 3 1178821 942766 Sensor 4 1017202 M0005245 microstm 5 1102493 CEK10181 Probe	POR stamp D T POR11274 ✓ ✓ ✓ ✓ POR11138 ✓ ✓ ✓ ✓ POR11380 ✓ ✓ ✓ ✓ POR10532 ✓ ✓ ✓ ✓ POR10651 cant find POR11380 split into singles single item part of pack 4-9-17 ✓ From Ax/mx purchase order +50 17-10-16 ✓ PDR 11274 ✓ POR11138 POR10532 POR10651 Need Role Respons. Check POR file for Items Delivered not taken out	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.	none at time of Audit	Y
4	Are goods identified Hold when awaiting action and the appropriate area. List any items that are unidentified.	1 box of parts to go for spares Hold label on but no issue. This has been corrected Reminded everyone.	Y
5	Check the Goods in Book on Intrastats has been filled in correctly. Look at the last week. In Stock – Deliveries	#90719 heading says Contact but putting POR numbers in?	Y

#90716 DL Done

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6	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.		Y
	1 POR11225 3-4-17 Therapy Equip - Hose		
	2 POR11222 28-3-17 Evoffice - envelopes		
	3 POR11218 23-3-17 Envitec - R-48 ✓		
	4 PGR11215 23-3-17 Bluepoint - Disp Sensors		
	5 POR11205 20-3-17 Teledyne - Automotive sensors ✓		

7	Check that items, once through QA are packaged correctly and labelled appropriately. List 5 checked.		Y
	1 0330218 Hoses Bar coded + bagged ✓		
	2 0110048 R48V Boxed + Barcoded ✓ ✓101226		
	3 0016996 Spo2 Sensors Barcoded. coded ✓ 881347 ✓		
	4 0110121 R21 plain boxed and bar coded ✓		
	5 0120153 Adaptors counted + bagged + Bar coded ✓		

8	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.	none found at time of Audit	Y

9	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

10	Check that the relevant information is entered onto Intrastats. Check 5 SRS's. Returns – Returns Completed or Repairs not completed.	Ae email address rest ok.	Y
	1 SRS 65902 } ✓		
	2 SRS 65899 } ✓ °		
	3 SRS 65903 ✓ ok.		
	4 SRS 65893 ✓ ok		
	5 SRS 65871 ✓ ok		

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11	Check the building for unidentified or unmarked goods with out a hold label. The label should include an Issue number. List any that are found.		Y
12	Are goods identified Hold when awaiting action and the appropriate area. List any items that are unidentified.		Y
13	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.	91127 completed 22 march 17 91893 + 91527 not completed *how long is too long *2	
14	Check that there are no goods over one month left waiting to be returned on the shelf.		Y
15	Check Meeting in Intrastats is completed monthly by MD. tush (589) ✓	Does it have Audit in Intrastats ash JC	Y
16	Check that completed stock is identified as such by Barcodes and the location is correct. Check 5 stock items at random. P/N lol 1 2810045 ✓ 789198 ✓ 837986 ✓ 2 0014060 ✓ 1072874 ✓ 837992 ✓ 3 4421023 ✓ 99727 4 ✓ 838001 ✓ 4 4420577 ✓ 580423 ✓ 837893 ✓ 5 PP8788 ✓ 850703 ✓ 838068 ✓		Y
17	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

*2 completed within a month ok so ok
       spoke to Jc

#90720

1 month