VST   #90702   1

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 3-4-17		Auditor Helen 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. 1 1179555 APD114076 sensor VSTPOR 684 2 3 4 5 #Role for Checking file POR #90716	✓ ✓ ✓ Y 683 694 original not in file SN copy- discussed with SN	
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 Present	Y
4	Are goods identified Hold when awaiting action and the appropriate area. List any items that are unidentified.		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 should say POR	Y

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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. 1 VST PO 00647 30-3-17 – with VST P000464 ✓ 2 VST PO 00645 20-3-17 ✓ 3 VST PO 000639 20-3-17 ✓ 4 VST PO 00 629 13-17 – with VST P000623 ✓ 5 VST PO 00613 25-1-17 – with VST P000613 ✓	only buy from Envitec	Y
7	Check that items, once through QA are packaged correctly and labelled appropriately. List 5 checked. 1 CR2ZD 8010006 Sensor bar coded + boxed ✓ 2 R2ZP 8010020 Sensor bar coded + boxed ✓ 3 RIT JSCCR 8010004 bar coded + boxed ✓ 4 NaNM01 8010008 Bar coded + boxed ✓ 5 CR2ZD 8010006 Bar coded + boxed ✓		Y
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.	No goods present in goods in	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.	none at time of Audit	Y
10	Check that the relevant information is entered onto Intrastats. Check 5 SRS's. Returns – Returns Completed or Repairs not completed. 1 SRS 65890 Complete ✓ 2 SRS 65805 Complete ✓ 3 SRS 65775 Complete ✓ 4 SRS 65747 complete ✓ 5 SRS 65710 complete ✓		Y

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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.	✓ none found	N
12	Are goods identified Hold when awaiting action and the appropriate area. List any items that are unidentified.	none found	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 91893 + 91527 not Completed	
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.		✓
16	Check that completed stock is identified as such by Barcodes and the location is correct. Check 5 stock items at random. 1 8030498 ✓ 2 803051 . ✓ 3 4 5	Stock moves quickly through VST	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