VST   # 97866

Internal Audit Check list
Handling & Stock Control

Created:	17/May 1995	Audit No 07	VM3/COP05/07/08/09 VOP07
Revised:	24 August 2016	Last printed 6/2/2006 04:33:00 PM	Page 1 of 1
Audit Date	2-5-17	Auditor H LAMB BSc Hons ISO 7.5.5	

	QUESTION:	RESPONSE	Y/N
1	Check that incoming products are stored correctly on receipt.		Y
2	Check that the in-house stores area is adequate, safe and accessible.		Y
3	Verify that products for repair are suitably boxed prior to movement. i.e. In ducket with correct paperwork		Y
4	Verify that stock items are suitable packed for entry into stock.		Y
5	Check that gloves and or hand sanitiser are available and used when probes are received from hospitals.	N/A	Y
6	Check in Intrastats that COSHH data sheets are available for all products.		Y
7	Check that items in a stock locations is correct to Intrastats. Verify that the quantity of an item in stock is correct to that in Opera and Intrastats. Check that the packing of finished product is appropriate and will preserve quality to the end user. Check 5 items. 1 8090015 ✓ 2 003 5020 ✓ 3 8030499 ✓ 4 5		Y
8	Verify that they are regularly updated and maintained.		Y
9	Check that demonstration and exhibition stock is separate from other stock.	N/A	
10	Verify that product in the non-conforming area can only be removed by authorised personnel. Verify that transfer of non-conformance stock is done by use form QC49.	N/A No non conforming Stock VST	

11	Verify that **special requirement areas** are available should the **product** require it.		Y
12	Check that completed products are adequately stored. **List those checked.**	8090015 Not much on 0035020 Shelf. 8030699	Y
13	Verify that **there are** adequate storage areas in the workshop **for a working** stock of assembly components.		Y
14	Check that **product movement** around the workshop is by ducket only.		X
15	Are stores and storage areas secure and suitably identified with signs. **List problem areas.**		Y
16	Are uncontrolled material and parts identified as such: Check that items in Quarantine have HOLD labels. Check unentered and pre QA items are labelled and/or are in the correct area and have a hold label with **Issue number on.**		Y
17	Are all parts in the warehouse properly identified with Viamed Location Tracking barcodes. Identify unmarked items.		Y
18	If more space is required for answers use the reverse of this form.		