Internal Audit Check list
Handling & Stock Control

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Audit Date	7/6/7	Auditor _DEAMB_	ISO 7.5.5

QUESTION:	**RESPONSE**	**Y/N**
Check that incoming product is stored correctly on receipt.	MD 300 S Awaiting Stodium	Y
Check that goods are secure when transferring to warehouse.	N/A no wardens	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.	SRS60JT3	Y
Verify that stock items are suitable packed for entry into stock.		Y
Check that gloves are available, and used, when probes are received from hospitals.		Y
Check that stock is moved on a FIFO basis.	Ulcus/ checked	Y
Check shelf life items by COSHH data sheet statements and labelling instructions.		Y
Check that COSHH data sheets are available for all products.	intrashels	Y
Check that all hazardous products are kept in the secure cabinet.		Y
Check that product in stock locations is what is labelled.		Y
Check that demonstration stock is separate from any other stock.	Seperate Room upstairs	X
Verify that product in the non-conforming area can only be removed by authorised personnel.		Y
Verify that product quantity in stock is correct to that in "Opera".	intrastats	Y
Verify that they are regularly updated and maintained.	? meetings	Y
Verify that special requirement areas are available should the product require it.	?	N/A
Check that continuous eyeball assessments are undertaken.	?	Y
Verify that authorised personnel do this reconciliation.	?	Y
Check that serialised stock is booked out by QC02.		
Verify that transfer of non-conformance stock is done by use form QC19.	Now Transfered.	
Check that the packing of finished product will preserve quality to the end user.		Y
Check that completed product is adequately stored for movement to packing.		Y
Verify that there are adequate storage areas in the workshop for 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	All shelf now Barcoded	Y
Are uncontrolled material and parts identified as such Check that items in Quarentine have HOLD labels Check unentered and Pre QA items are labeled/and or in correct area	Clamps with post-it Note See back.	N
Are products tested to a specification & labeled accordingly Check 6 items		Y
Are all parts properly identified in the warehouse Identify unmarked items	ALL Barcoded	Y
If more space is required for answers use the reverse of this form		

* Opera gives Global Qtys
intra Stats Breaks down Opera Qty to individual Locations

** All items Scanned - No Longer Req.