Internal Audit Check list			
Vandagraph Sensor Technologies Ltd **Handling and Stock Control**			
Created:	17/May 1995	**Audit No 07**	
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Audit Date	5/5/26	Auditor Helen Lamb	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.1.4	**Environment for the operation of processes** The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services. NOTE A suitable environment can be a combination of human and physical factors, such as: a) social (e.g. non-discriminatory, calm, non-confrontational); b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective); c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise). These factors can differ substantially depending on the products and services provided.	Management Review Feedback H+S Question Doc index Reg Reading CPM Enviro Questio
VST Ltd ISO9001:2015 7.1.5.1	**General** 7.1.5.1 General The organization shall determine and provide the resources needed to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of products and services to requirements. The organization shall ensure that the resources provided: a) are suitable for the specific type of monitoring and measurement activities being undertaken; b) are maintained to ensure their continuing fitness for their purpose. The organization shall retain appropriate documented information as evidence of fitness for purpose of the monitoring and measurement resources.	Doc index Calibration index QA system Training Records Supplier Renew
VST Ltd ISO9001:2015 8.1	**Operational planning and control** The organization shall plan, implement and control the processes (see 4.4) needed to meet the requirements for the provision of products and services, and to implement the actions determined in Clause 6, by: a) determining the requirements for the products and services; b) establishing criteria for: 1) the processes; 2) the acceptance of products and services; c) determining the resources needed to achieve conformity to the product and service requirements; d) implementing control of the processes in accordance with the criteria; e) determining, maintaining and retaining documented information to the extent necessary: 1) to have confidence that the processes have been carried out as planned; 2) to demonstrate the conformity of products and services to their	Feedback Management Renew Route Map Roles + titles

	requirements. The output of this planning shall be suitable for the organizations operations. The organization shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary. The organization shall ensure that outsourced processes are controlled (see 8.4).	
VST Ltd ISO9001:2015 8.4.1	**General** The organization shall ensure that externally provided processes, products and services conform to requirements. The organization shall determine the controls to be applied to externally provided processes, products and services when: a) products and services from external providers are intended for incorporation into the organization's own products and services; b) products and services are provided directly to the customer(s) by external providers on behalf of the organization; c) a process, or part of a process, is provided by an external provider as a result of a decision by the organization. The organization shall determine and apply criteria for the evaluation, selection, monitoring of performance, and re-evaluation of external providers, based on their ability to provide processes or products and services in accordance with requirements. The organization shall retain documented information of these activities and any necessary actions arising from the evaluations.	Supplier Renew Doc index marketing System QA System Feedback
VST Ltd ISO9001:2015 8.4.2	**Type and extent of control** The organization shall ensure that externally provided processes, products and services do not adversely affect the organization's ability to consistently deliver conforming products and services to its customers. The organization shall: a) ensure that externally provided processes remain within the control of its quality management system; b) define both the controls that it intends to apply to an external provider and those it intends to apply to the resulting output; c) take into consideration: 1) the potential impact of the externally provided processes, products and services on the organization's ability to consistently meet customer and applicable statutory and regulatory requirements; 2) the effectiveness of the controls applied by the external provider; d) determine the verification, or other activities, necessary to ensure that the externally provided processes, products and services meet requirements.	management Renew Supplier Review Doc index marketing QA PMS
VST Ltd ISO9001:2015 8.5.1	**Control of production and service provision** The organization shall implement production and service provision under controlled conditions. Controlled conditions shall include, as applicable: a) the availability of documented information that defines: 1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed; 2) the results to be achieved; b) the availability and use of suitable monitoring and measuring resources; c) the implementation of monitoring and measurement activities at	Doc index Tech files QA system

	appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met; d) the use of suitable infrastructure and environment for the operation of processes; e) the appointment of competent persons, including any required qualification; f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement; g) the implementation of actions to prevent human error; h) the implementation of release, delivery and post-delivery activities	
VST Ltd ISO9001:2015 8.5.2	**Identification and traceability** The organization shall use suitable means to identify outputs when it is necessary to ensure the conformity of products and services. The organization shall identify the status of outputs with respect to monitoring and measurement requirements throughout production and service provision. The organization shall control the unique identification of the outputs when traceability is a requirement, and shall retain the documented information necessary to enable traceability.	QA system Procedures Bar codes Doc index
VST Ltd ISO9001:2015 8.5.3	**Property belonging to customers or external providers** The organization shall exercise care with property belonging to customers or external providers while it is under the organization's control or being used by the organization. The organization shall identify, verify, protect and safeguard customers' or external providers' property provided for use or incorporation into the products and services. When the property of a customer or external provider is lost, damaged or otherwise found to be unsuitable for use, the organization shall report this to the customer or external provider and retain documented information on what has occurred. NOTE A customer's or external provider's property can include materials, components, tools and equipment, premises, intellectual property and personal data.	QA system Bar code Doc index
VST Ltd ISO9001:2015 8.5.4	**Preservation** The organization shall preserve the outputs during production and service provision, to the extent necessary to ensure conformity to requirements. NOTE Preservation can include identification, handling, contamination control, packaging, storage, transmission or transportation, and protection.	QA system Bar code Doc index
VST Ltd ISO9001:2015 8.7.1	The organization shall ensure that outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery. The organization shall take appropriate action based on the nature of the nonconformity and its effect on the conformity of products and services. This shall also apply to nonconforming products and services detected after delivery of products, during or after the provision of services. The organization shall deal with nonconforming outputs in one or more of the following ways: a) correction;	QA system Bar code PMS Feedback Doc index

	b) segregation, containment, return or suspension of provision of products and services; c) informing the customer; d) obtaining authorization for acceptance under concession. Conformity to the requirements shall be verified when nonconforming outputs are corrected.	
VST Ltd ISO9001:2015 9.1.1	**General** The organization shall determine: a) what needs to be monitored and measured; b) the methods for monitoring, measurement, analysis and evaluation needed to ensure valid results; c) when the monitoring and measuring shall be performed; d) when the results from monitoring and measurement shall be analysed and evaluated. The organization shall evaluate the performance and the effectiveness of the quality management system. The organization shall retain appropriate documented information as evidence of the results.	Doc Index marketing Renew Management Renew

	QUESTION:	**RESPONSE**	**Y/N**
1	Check all issues from the previous audit are completed.	Nothing outstanding No ongoing Non Conformances	Y
2	Check that incoming products are stored correctly on receipt.		Y
3	Check that the in-house stores area is adequate, safe and accessible.	No problems found.	Y
4	Verify that products for repair are suitably boxed prior to movement. i.e. In ducket with correct paperwork including SRS number.	checked Repairs shelf	Y
5	Verify that stock items are suitable packed and labelled for entry into stock.		Y
6	Check that gloves and or hand sanitiser is available and used, where necessary, when returns are received.		Y
7	Check in Intrastats that COSHH data sheets are available for all products.		Y
8	Check that items in a stock locations are correct to Intrastats. Verify that the quantity of an item in stock is correct to that in Intrastats. Check that the packing and labelling of the finished		

	product is appropriate and will preserve quality to the end user. Check 5 items. 1. 8030515 2. 8050009 3. 8010008 4. 8010006 5. 8030499		Y
9	Check that demonstration and exhibition stock is separate from other stock, and areas labelled correctly.		Y
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 QC19.		Y
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. 1. 8030515 2. 8050009 3. 8010008 4. 8010006 5. 8030499		X
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.		Y
15	Are stores and storage areas secure and suitably identified with signs. List problem areas.	No problems Nothing has changed	Y
16	Are uncontrolled material and parts identified as such, and in the correct area. Check that items in Quarantine have HOLD labels with an issue number, date and initials.		Y
17	Check unentered and pre QA items have labels and/or are in the correct area.		Y
18	Are all parts in the warehouse properly identified with Viamed Location Tracking barcodes. Identify unmarked items.	No Unidentified items found	Y

Sub Processes Linked to Audit 05
Review the below processes tasks and audits and ensure they are completed in a timely manner.

List Processes Per Title

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Product Controller			
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**
PROCESSID **7873** Review the Highs and Lows in Temperature of stored stock and products. The temperature range can be found on the temperature page.	Task: 800 394999 ✓ Company Secretary Audit :	Freq 2 Risk 2 Overall 4	Task 3M
Marketing Controller			
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**
PROCESSID **8024** This is a review of old stock that is being sold and then when stock runs out it will be withdrawn from sale.	Task: 971 396577 ✓ Marketing Processes Audit :1211 396794 x Office Processes in term	Freq 1 Risk 1 Overall 1	Task 1W Audit 12M
Warehouse Team Leader			
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**
PROCESSID **5858** Opera Counts bulk stock in and issues stock out against orders. Multiple processes cause stock to be used internally, Opera requires a weekly update to bring the stock count into line with whats been used outside the invoicing systems NO LONGER REQUIRED, New system live counts these now	Task: 110 Audit : 261	Freq 2 Risk 1 Overall 2	
PROCESSID **5935** To allocate stock that has not automatically be linked to a repair or invoice.	Task: 447 Audit :	Freq 2 Risk 1 Overall 2	

No longer required with replacement order system			
PROCESSID **6850** Review current stock levels	Task: 615 Goods In 395771 Audit :778 394889 Managing Director	Freq 2 Risk 1 Overall 2	Task 2W Audit 6M
PROCESSID **6945** To synchronise Opera stock Count against Intrastats internal movement of stock, E.G. Items that wont uniquely appear on an opera order - such as production parts. TASK IS NO LONGER REQUIRED	Task: ~~110~~ Audit ~~:783~~	Freq 1 Risk 1 Overall 1	
PROCESSID **6973** review qc 19 forms	Task: 1170 389733 Managing Director Audit :	Freq 1 Risk 1 Overall 1	Task 12M
PROCESSID **7673** To check that all the stock on the selves are within their use by dates.	Task: 294 396289 Goods In Audit :477 394965 Managing Director	Freq 1 Risk 2 Overall 2	Task 1M Audit 3M
PROCESSID **7689** Move Stock From QA Shelf To Stock Shelf	Task: 545 396877 Goods In Audit :	Freq 2 Risk 1 Overall 2	Task 1W
PROCESSID **7694** Move Stock From QA Shelf To Stock Shelf	Task: 544 396386 Goods In Audit :782 378387 Office Processes	Freq 2 Risk 1 Overall 2	Task 1W Audit 12M
PROCESSID **7695** Move Stock From QA Shelf To Quick Shipping Shelves	Task: 495 396866 Goods In Audit :	Freq 1 Risk 1 Overall 1	Task 1W
PROCESSID **7866** Ensure we do not run out of oxygen	Task: 785 394512 Production Processes Audit :	Freq 2 Risk 1 Overall 2	Task 3M
PROCESSID **7902** Empty depleted sensor bin from the office	Task: ~~876~~ Audit ~~:877~~	Freq 1 Risk 1 Overall 1	
PROCESSID **7903** Empty Warehouse depleted sensor bin into Bin in cage and record weights in intrastats where relevant	Task: 878 396894 Goods In Audit :879 387484 Office Processes	Freq 1 Risk 1 Overall 1	Task 1M Task 3W Audit 6M

PROCESSID **7904** Check Weeee waste pallet and sensor bin, arrange collection if FULL	Task: 880 387485 Goods In Audit :881 374033 Office Processes	Freq 1 Risk 1 Overall 1	Task 6M Audit 12M
PROCESSID **7942** To make sure we have a QA procedure or service manual in place for all our stock coming through Viamed and VST. Some may just say check packaging and barcode and other may need to go further in depth. With testing procedures. Those who do not require testing should state this in the procedure.	Task: 1036 391153 Company Secretary Audit :1037 393318 Managing Director	Freq 1 Risk 3 Overall 3	Task 6M Audit 12M
PROCESSID **8008** Check sufficient Hand gel and gloves available for use in goods in.	Task: 1162 389730 Office Processes Audit :1163 390502 Production Processes	Freq 1 Risk 1 Overall 1	Task 3M Audit 12M
Audits			
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**
PROCESSID **7719** To carry out Audit Audit 07 Handling And Storage Viamed Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.	Task: Audit :25 394616* Company Secretary Audit	Freq 1 Risk 2 Overall 2	Audit 12M
PROCESSID **7767** To carry out Audit 07 Handling And Storage VST Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.	Task: Audit :178 396417* Audit Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M
Goods In			
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**

PROCESSID **8002** Verification goods in products correctly identified	Task: 1149 389727 Office Processes Audit :1150 393326 Company Secretary	Freq 1 Risk 3 Overall 3	Task 12M Audit 12M
PROCESSID **8004** Verifiy non conformaing parts and products and segregated identified, with a hold label with an issue number, date and initials on them.	Task: 1153 389728 Office Processes Audit :1154 396905 Company Secretary	Freq 1 Risk 2 Overall 2	Task 12M Audit 12M
Production Processes			
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**
PROCESSID **7940** To check the date of the grease used in the production and servicing of the Tom Thumb. To see if it needs to be removed. Look at date purchased then add 4 years to the date. Dispose of this when it goes beyond this date.	Task: 1003 377715 Company Secretary Audit :1004 381339 Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M
PROCESSID **7944** To check the use by date or manufacturers life span, of any Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST. To see if it needs to be disposed of. Dispose of and where needed re order new, when it goes beyond this date.	Task: 1011 385348 Production Processes Audit :1012 381708 Company Secretary	Freq 1 Risk 1 Overall 1	Task 6M Audit 12M
PROCESSID **8060** To check the use by date or manufacturers life span, of any Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST. To see if it needs to be disposed of. Dispose of and where needed re order new, when it goes beyond this date.	Task: 1010 Production Processes 393906 Audit :	Freq 1 Risk 1 Overall 1	Task 3M

Rolling Tasks Linked to Document :Task (25) Task (178) Task (110) Task (447) Task (615) Task (1170) Task (294) Task (545) Task (544) Task (495) Task (785) Task (800) Task (880) Task (878) Task (876) Task (1036) Task (1003) Task (1011) Task (1162) Task (1149) Task (1153) Task (971) Task (1010)