

SITE SURVEY REPORT

Internal Audit Checklist

Prepared for	Larkspur Home Ltd
Date	30 Sep 2026
Site	Unit 9, Brookfield Trading Estate, Doncaster
Prepared by	F. Okonkwo

FORM

Internal Audit Checklist

1. Audit details

Project	Unit 9, Brookfield Trading Estate, Doncaster
Audit reference	IA-2026-09
Site	Unit 9, Brookfield Trading Estate
Client	Larkspur Home Ltd
Address	Unit 9, Brookfield Trading Estate, Doncaster
Date of the audit	30 Sep 2026
Type of audit	Process or procedure audit
Process or procedure audited	Goods-in receiving and inspection
Document reference and version	WP-GI-01, version 4
Audit scope	Receiving, checking and booking in supplier deliveries at goods-in, including damaged goods and quarantine. Day shift only.
Audit criteria	Procedure WP-GI-01 version 4 and the Larkspur Home service agreement, schedule 2 (receiving).
Why is this audit taking place?	Planned audit in the audit programme

2. Auditors, people and documents

Lead auditor name and role	F. Okonkwo, quality coordinator
Other auditors	H. Clarke, health and safety adviser (trainee auditor)
Auditee, the person responsible for the area audited	T. Ashworth, goods-in team leader
Did any auditor audit work they do, manage or are responsible for?	No
Was an opening meeting held to agree the scope and timings?	Yes

People interviewed 1: T. Ashworth

Name	T. Ashworth
Role	Goods-in team leader

What were they asked about?

How damaged deliveries are handled and recorded

People interviewed 2: R. Mistry

Name

R. Mistry

Role

Goods-in operative

What were they asked about?

Checks done before signing the delivery note

People interviewed 3: A. Cole

Name

A. Cole

Role

Stock controller

What were they asked about?

Booking in and releasing stock from quarantine

Documents and records sampled 1: Goods-in procedure

Document or record

Goods-in procedure

Reference and version

WP-GI-01, version 4

Result

Matched practice

Documents and records sampled 2: Goods-in check sheets, 10 deliveries from 15 to 26 September

Document or record

Goods-in check sheets, 10 deliveries from 15 to 26 September

Reference and version

GI-CS forms

Result

Did not match practice

Documents and records sampled 3: Quarantine log

Document or record

Quarantine log

Reference and version

QL-2026

Result

Matched practice

Documents and records sampled 4: Supplier delivery requirements posted at the dock

Document or record

Supplier delivery requirements posted at the dock

Reference and version

SDR version 1 on display, current is version 2

Result

Out of date or not approved

Documents and records sampled

4

3. Management system checks

The people doing the work use the current version of the procedure	Partly
The work seen followed the procedure step by step	Partly
Staff could explain the procedure and why it matters	Yes
Records required by the procedure are complete	Partly
Where did practice differ from the procedure, and is the procedure or the practice wrong?	Check sheets are skipped when two lorries arrive together; operatives check the pallets but do not fill in the sheet. The practice is reasonable but the procedure gives no quicker option, so the procedure needs updating as well as the habit.

5. Findings

Write each finding so someone who was not there can understand it: the requirement, what you saw, and where. Record conformities too, so the report shows what was checked.

Findings 1: Goods-in checks, WP-GI-01 step 5

Clause, process or area	Goods-in checks, WP-GI-01 step 5
Requirement checked	A check sheet is completed for every delivery before it is booked in.
Evidence seen	3 of the 10 deliveries sampled had no check sheet. All 3 arrived while another lorry was being unloaded.
Finding type	Minor nonconformity
Root cause	Procedure has no quick check for busy periods, so the sheet is dropped when the dock is busy.
Corrective action	Add a short check sheet for when two lorries are on the dock, and brief all goods-in staff.
Owner	T. Ashworth
Due date	31 Oct 2026
Has the auditee seen and agreed the finding?	Yes

Findings 2: Supplier delivery requirements notice

Clause, process or area	Supplier delivery requirements notice
Requirement checked	Documents in use at the workplace are the current approved version.

Evidence seen	Notice at dock 2 is version 1, current is version 2. Version 1 does not mention pallet overhang.
Finding type	Minor nonconformity
Root cause	No one is named to replace the posted copies when the supplier delivery requirements are revised.
Corrective action	Replace the notice at dock 2 with version 2, and add posted notices to the document change checklist so old copies are removed when a document is revised.
Owner	F. Okonkwo
Due date	7 Oct 2026
Has the auditee seen and agreed the finding?	Yes

Findings 3: Damaged goods and quarantine, WP-GI-01 step 7

Clause, process or area	Damaged goods and quarantine, WP-GI-01 step 7
Requirement checked	Damaged goods are noted on the delivery note, photographed, quarantined and an NCR raised.
Evidence seen	Damaged pallet from 25 September found in the quarantine bay, labelled, with photos and NCR-2026-047 raised the same day.

Photos

Finding type	Conformity
Has the auditee seen and agreed the finding?	Yes

6. Summary and conclusion

Findings recorded	3
Major nonconformities	0
Minor nonconformities	2
Nonconformities in total	2
Observations	0
Opportunities for improvement	0
Conformities	1
Audit conclusion	Conforms, with nonconformities to correct
Summary of the audit for the report	Goods-in staff know the procedure well and damaged goods are handled correctly. Records and document control are the weak points: check sheets are missed at busy times and an out-of-date notice is still on display at dock 2. Two minor nonconformities.
Good practice seen	Quick and complete handling of the damaged delivery on 25 September: damage noted on the delivery note before the driver left, photographed, quarantined and an NCR raised the same day.
Is a follow-up audit needed?	Yes
Follow-up by	27 Nov 2026

7. Closing meeting and sign-off

Were the findings presented at a closing meeting?	Yes
Auditee response to the findings	All findings accepted
Results reported to (name and role)	B. Roy, warehouse manager, report emailed on 1 October 2026
Lead auditor name	F. Okonkwo, quality coordinator
Lead auditor sign-off date	30 Sep 2026
Lead auditor signature	
Auditee name	T. Ashworth, goods-in team leader
Auditee sign-off date	30 Sep 2026

Auditee signature

T. Ashworth
