

Internal Audit Check list

Purchasing

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Audit Date		Auditor	ISO 7.4

Task ID 15

Question	Response/Answer
When was the Approved Supplier List last completed.	
Verify that there is an up to date suppliers used list.	
Is the List up to date and reviewed annually.	
Check that this list is monitored on a regular basis.	See responsibilities and roles in Intrastats
Are individual suppliers graded and reviewed on Intrastats.	
Do our Purchasing documents clearly describe requirements, i.e. quantity, price, description. Check that purchase orders are countersigned by a Director. Filed correctly in order. Stamped received. Check Opera and Intrastats has been updated when booked into stock. Check 5 purchase orders at random 1. 2. 3. 4. 5.	
Are COSH data sheets saved in intrastats and linked to stock part numbers.	