

Internal Audit Check list			
Picking Packing &Despatch			
Created:	17/May 1995	Audit No 01	VM3/COP03 VOP 04
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Audit Date		Auditor	ISO 7.2.3B

Question	Response/Answer	Y/N
Does every Order have a Contract Review Are orders stamped "Accepted" signed & dated; List 6 invoices at random		
Have all Orders been dealt with satisfactorily. Check number of Credit Notes last 6 months		
Have alterations to the picking document been signed off		
Have goods been checked against documentation prior to moving to despatch area and has order been initialled; Use same orders as 1		
Are orders awaiting despatch appropriately packaged and identified		
Are Telephone orders/"Picking Documents correctly filed(logged). ; List 6 telephone orders examined		
If more space is required for answers use the reverse of this form		