

Internal Audit Check list			
Picking Packing & Despatch			
Created:	17/May 1995	Audit No 01	VM3/COP03 VOP 04
Revised:	20 August 2009	Last printed 02/06/2006 02:29:00 PM	Page 1 of 1
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; and Order logged in Goldmine List 6 invoices at random								
Order Number	Accepted Stamp	Signed	Dated	Counter Signed	Goldmine Log	Issue of NCA if applicable		
Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months								
Have alterations to the "Picking document been signed off"								
Has the order been crossed through to show it is completed								
Are orders awaiting despatch appropriately packaged and identified								
Is appropriate transport arranged								
Verify that the appropriate transport is arranged prior to invoicing.								
Check that the appropriate shipping documents are available for the goods								
Check that the delivery note is attached to the goods								
If more space is required for answers use the reverse of this form								