

Internal Audit Check list			
Order Processing 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
<b>Does every Order have a Contract Review</b> Are orders stamped "Accepted" signed & dated; and Order logged in Goldmine List 6 invoices at random								
Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine	
<b>Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months</b>								
<b>Have alterations to the Order been initialled and Dated</b>								
<b>Order has correct goods scanned to it and printed</b>								
<b>Are orders awaiting despatch appropriately packaged and identified</b>								
<b>Is appropriate transport arranged</b>								
Check Ex-works parcels shipping is arranged								
Check that the appropriate shipping documents are available for the goods								
Check that the delivery note is attached to the goods								
<b>If more space is required for answers use the reverse of this form</b>								