

# COMPANY OPERATING PROCEDURES

## Checklist

Created:	26 May 1998	VM3/COP/20.09	Issue	3
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Week commencing Date:

Daily	Procedure	Responsibility	Mon	Tues	Wed	Thu	Frid
Cheques Entered	A.P. Cheques						
Payments UK	A.P.OPFIN2						
Payments Export	A.P. EXPAY						
Stock Book entered	COP/07						
Daily Print out of Invoices							
Repairs IN entered	COP/09						
Repairs OUT entered	COP/09						
Bank Statements							
Email	COP/03						
Telephone Orders completed	COP/03						
Faxes addressed & actioned							
Goods in Entered	COP/05						
P.O Placed	COP/04						
Filing							
Sickness							
Holidays							
Outstanding Orders							
Weekly	Proceedure	Responsibility					
Outstanding UK Customer Orders	COP/03						
Outstanding EX Customer Orders	COP/03						
Outstanding Quotations UK							
Outstanding Quotations Export							
Outstanding Follow ups							
Outstanding UK Repairs	COP/09						
Outstanding Export Repairs	COP/09						
Loan/SAM/WAR File print out							
Outstanding P.O's print out							
Computer Backup							

Monthly	Proceedure	Responsibiliy	
ISO Audit	COP/13		
Customer Complaints	COP/10		
Outstanding Repairs	COP/09		
Demo File			

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Sales Statistics UK			
Sales Statistics Export			
UK monthly Sales			
UK monthly Credits			
Export monthly Sales			
Export Monthly Credits			
Export List of outstanding Debtors			
Export List of Credit notes			
Aged Debtors list UK			
Aged Debtors list Export			
Export Statements on Plain Paper			
Commissions			
Loan File			
Reminders	A.P.Remind		
Emergency Lighting			
PAT			
Oxygen pipe line			
Fire Alarm			
Sump pumps			
Check List			