

| Internal Audit Check list | | | |
|---------------------------|----------------|-------------------------------------|--------------------|
| Purchasing | | | |
| Created: | 17/May 1995 | Audit No 05 | VM3/COP04 VOP05 |
| Revised: | 15 August 2011 | Last printed 02/06/2006 02:40:00 PM | Page 1 of 1 |
| Audit Date | | Auditor | ISO 7.4 |

| Question | Response/Answer | Y/N |
|---|-----------------|-----|
| Verify that there is an up-to-date Approved suppliers list. | | |
| Is the "Approved Suppliers List up to date and is it used correctly List any suppliers not on list | | |
| Check that this list is monitored on a regular basis. | | |
| Check the basis for grading (as per COP/04 – 1.) | | |
| Is this grading noted in “Intrastats” on individual supplier review details. | | |
| Are all materials and services being provided from companies on Approved List. If not are * used on Invoices. List any Deviations | | |
| Do our Purchasing documents clearly describe requirements,i.e. Technical Dat, British Standards, Process requirements, Manufacturers Article Number, and Description .Is the requirement automatically on the bottom of all orders (as per COP/04 – 3.) | | |
| Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied | | |
| Check that purchase orders are countersigned by a Director. Check 6 P.O's at random | | |
| Is formal review being carried out on suppliers/subcontractors performance | | |
| Are purchase order records and associated documents being filed correctly and are these records easily traceable | | |
| | | |
| Check source of verification for non-manual purchases. | | |
| Check that the copy purchase order is endorsed when the goods are received. | | |
| Check that copy purchase orders are filed in correct location. | | |
| Check that “Opera” and Intrastats is updated when booked into stock. | | |
| Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied | | |
| If more space is required for answers use the reverse of this form | | |