

Visamed #103054

| Internal Audit Check list |                |                         |                     |
|---------------------------|----------------|-------------------------|---------------------|
| CONTRACT REVIEW           |                |                         |                     |
| Created:                  | 17/May 1995    | Audit No 02             | VM3/COP03<br>VOP 04 |
| Revised:                  | 16 August 2016 | Last printed            | Page 1 of 1         |
| Audit Date                | 14-9-17        | Auditor H CAMP BSc Hons | ISO                 |

| INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                       |                 |         |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------|---------|-------------|---|---|---|-------------|---|---|---|-------------|---|----|---|--|-----|-------|---------|-------------|---|---|---|-------------|---|----|---|-------------|---|---|---|--|--|--|
| DATE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | AUDITOR:                                                                                                                                                                                                                                                                                                                              | AUDIT PROCEDURE |         |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Audit No 02                                                                                                                                                                                                                                                                                                                           | COP's 03, 20.5  |         |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| QUESTION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RESPONSE:                                                                                                                                                                                                                                                                                                                             | Y/N             |         |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| Are Telephone orders being logged in the call log correctly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Intrastats                                                                                                                                                                                                                                                                                                                            | Y               |         |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| Are Contact Details being updated in the system correctly<br>Check 5 of this weeks Invoices: Check the Invoice, ORD customer paperwork and CRM are correct. Stamped, initialled and dated correctly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <div style="display: flex; justify-content: space-between;"> <div> <p>1. IN152771 3785 ORD 88313 ✓</p> <p>2. IN152766 5290 ORD 88303 ✓</p> <p>3. IN152748 2500 ORD 88291 ✓</p> <p>4. IN152709 7945 ORD 88157 ✓</p> <p>5. IN152700 5120 ORD 88225 ✓</p> </div> <div> <p>IN ✓</p> <p>CRM ✓</p> <p>✓</p> <p>✓</p> <p>✓</p> </div> </div> |                 |         |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| ORD File(s) are in ORD number order and archived correctly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                       | Y               |         |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| Quotes and proformas file used correctly check 3 of each, Box size where relevant, checked as per order, stamped emailed and dated. - check any over the limit set in vm3COP03 have been signed by a director.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                       | Y               |         |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| <p>Quotes</p> <table border="0"> <thead> <tr> <th></th> <th>ORD</th> <th>Stamp</th> <th>emailed</th> </tr> </thead> <tbody> <tr> <td>1. QU004946</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>2. QU004945</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>3. QU004923</td> <td>✓</td> <td>X1</td> <td>✓</td> </tr> </tbody> </table> <p>Proformas</p> <table border="0"> <thead> <tr> <th></th> <th>ORD</th> <th>Stamp</th> <th>emailed</th> </tr> </thead> <tbody> <tr> <td>1. PRO04598</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>2. PRO04578</td> <td>✓</td> <td>X1</td> <td>✓</td> </tr> <tr> <td>3. PRO04463</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table> |                                                                                                                                                                                                                                                                                                                                       | ORD             | Stamp   | emailed | 1. QU004946 | ✓ | ✓ | ✓ | 2. QU004945 | ✓ | ✓ | ✓ | 3. QU004923 | ✓ | X1 | ✓ |  | ORD | Stamp | emailed | 1. PRO04598 | ✓ | ✓ | ✓ | 2. PRO04578 | ✓ | X1 | ✓ | 3. PRO04463 | ✓ | ✓ | ✓ |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ORD                                                                                                                                                                                                                                                                                                                                   | Stamp           | emailed |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| 1. QU004946                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                                                                                                                                     | ✓               | ✓       |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| 2. QU004945                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                                                                                                                                     | ✓               | ✓       |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| 3. QU004923                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                                                                                                                                     | X1              | ✓       |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ORD                                                                                                                                                                                                                                                                                                                                   | Stamp           | emailed |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| 1. PRO04598                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                                                                                                                                     | ✓               | ✓       |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| 2. PRO04578                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                                                                                                                                     | X1              | ✓       |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |
| 3. PRO04463                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                                                                                                                                                                                                                                                                                                     | ✓               | ✓       |         |             |   |   |   |             |   |   |   |             |   |    |   |  |     |       |         |             |   |   |   |             |   |    |   |             |   |   |   |  |  |  |

\*1 not stamped but checked stamped.  
initial + dated ✓  
Although actual stamp is missing all info is present



VST #103061

| Internal Audit Check list |                |                                   |                     |
|---------------------------|----------------|-----------------------------------|---------------------|
| CONTRACT REVIEW           |                |                                   |                     |
| Created:                  | 17/May 1995    | Audit No 02                       | VM3/COP03<br>VOP 04 |
| Revised:                  | 16 August 2016 | Last printed<br><i>Helen Lamb</i> | Page 1 of 1         |
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| INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                              |                                   |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------|
| DATE:                                                                                                                                                                                                                                                                                                                                                                                               | AUDITOR:<br>Audit No 02                                                                                                                                                                                                                                                                      | AUDIT PROCEDURE<br>COP's 03, 20.5 |            |
| QUESTION:                                                                                                                                                                                                                                                                                                                                                                                           | RESPONSE:                                                                                                                                                                                                                                                                                    |                                   | Y/N        |
| Are Telephone orders being logged in the call log correctly                                                                                                                                                                                                                                                                                                                                         | <i>in for starts</i>                                                                                                                                                                                                                                                                         |                                   | <i>Y</i>   |
| Are Contact Details being updated in the system correctly<br>Check 5 of this weeks Invoices: Check the Invoice; ORD customer paperwork and CRM are correct. Stamped, initialled and dated correctly<br>1. VSTIN00936 0001 SSCLR VSORD00827<br>2. VSTIN00937 0002 APD VSORD00802<br>3. VSTIN00938 0006 REV0 VSORD00798<br>4. VSTIN00939 025 Dinesh VSORD00823<br>5. VSTIN00940 0001 SSCLR VSORD00828 | <div style="display: flex; justify-content: space-around;"> <div> <i>ORD inv CRM</i><br/> <i>✓ ✓ ✓</i><br/> <i>✓</i><br/> <i>✓</i><br/> <i>✓</i> </div> <div> <i>2cc comes in twice</i><br/> <i>✓</i><br/> <i>✓</i><br/> <i>✓</i><br/> <i>✓</i> </div> </div> <i>No stamp Rest correct ✓</i> |                                   |            |
| ORD File(s) are in ORD number order and archived correctly                                                                                                                                                                                                                                                                                                                                          | <i>found one in named ORD file.</i>                                                                                                                                                                                                                                                          |                                   | <i>Y</i>   |
| Quotes and proformas file used correctly check 3 of each, Box size where relevant, checked as per order, stamped emailed and dated. - check any over the limit set in vm3COP03 have been signed by a director.<br>Quotes<br>1.<br>2.<br>3.<br>Proformas<br>1.<br>2.<br>3.                                                                                                                           | <i>Not done very rarely done</i>                                                                                                                                                                                                                                                             |                                   | <i>N/A</i> |

*\* No open stamp on original paperwork with a date. missed at checking too. SW on KE checked.*