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 Helen Lamb | Page 1 of 1 |
| Audit Date | 14-9-17 | Auditor BSc Hons | ISO |

| **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 | in transtents | 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<br>1. VSTIN00936 0001 SSccR VSORD00827<br>2. VSTIN00937 0002 APD VSORD00802<br>3. VSTIN00938 006 REVO VSORD00798<br>4. VSTIN00939 025 Dirusoft VSORD00823<br>5. VSTIN00940 0001 SSccr VSORD00828 | ORD inv CRM<br>✓ ✓<br>✓ ✓ = 2ce comes in twice<br>✓ ✓<br>✓ ✗ No stamp Rest correct ✓ ✓<br>✓ ✓ | |
| ORD File(s) are in ORD number order and archived correctly | found one in named ORD file. | 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.<br>Quotes<br>1.<br>2.<br>3.<br>Proformas<br>1.<br>2.<br>3.<br>Not done very rarely done. | | N/A |

✗! No open stamp on original paperwork init or date.. missed at checking too. SW on KE checked.