

Internal Audit Check list

Picking Packing & Despatch

Created:	17/May 1995	Audit No 01	VM3/COP03 VOP 04
Revised:	07 June 2007	Last printed 07/06/2007 10:04	Page 1 of 1
Audit Date		Auditor	ISO 7.2.3B

Question	Response/Answer	Y/N
Does every Order have a Contract Review Are orders stamped "Accepted" signed & dated; List 6 invoices at random		Y
Have all Orders been dealt with satisfactorily. Check number of Credit Notes last 6 months Most credits for internal errors		Y
Have alterations to the picking document been signed off Intrastats manual Alterations Intrastats not possible		W/A
Have goods been checked against documentation prior to moving to despatch area and has order been initialled; Use same orders as 1		Y
Are orders awaiting despatch appropriately packaged and identified		Y
Are Telephone orders/"Picking Documents correctly filed(logged). ;List 6 telephone orders examined Printed from intrastats then treated as ORDER		Y
If more space is required for answers use the reverse of this form		

① ORD 38432
ORD 38418
ORD 38417
ORD 38435
ORD 38436
ORD 38403

✓

② INO 101832 ✓ OASIS MEDICAL
ORD 38397 ✓ Radio vox