Internal Audit Check list

Purchasing

Created:	17/May 1995	**Audit No 05**	VM3/COP04 VOP05
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Audit Date	16/12/08	Auditor D CAMB	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		Y
List any suppliers not on list	No changes	
Check that this list is monitored on a regular basis.		Y
Check the basis for grading (as per COP/04 – 1.)	ok – non New	X
Is this grading noted in "Goldmine"? on individual supplier details.	*1	N
Are all materials and services being provided from companies on Approved List.		Y
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.)		Y
Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied		N/A
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	*2	N
Are purchase order records and associated documents being filed correctly and are these records easily traceable		Y
Check that written requests are passed to office staff for purchases	*3	N
Check source of verification for non-manual purchases.		
Check that the copy purchase order is endorsed when the goods are received.		Y
Check that copy purchase orders are filed in correct location.		Y
Check that "Opera" is updated when booked into stock.	+ intrastats *4	Y
Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied		Y
If more space is required for answers use the reverse of this form		

Points

1 Grading Now held in intrastats

2 Done in Reverse Now! Review per Product on Re-order Supplier track Record available.

3 intrastats Deals with purchase Requests.

4 intra Stats Key needs Adding to Audit.