# Internal Audit Check list

## Picking Packing &Despatch

| Created: | 17/May 1995 | Audit No 01 | VM3/COP03 |
|---|---|---|---|
| Revised: | 07 June 2007 | Last printed 07/06/2007 10:04 | VOP 04 / Page 1 of 1 |
| Audit Date | 19/August 09 | Auditor - Dla8 | ISO 7.2.3B |

| Question | Response/Answer | Y/N |
|---|---|---|
| **Does every Order have a Contract Review** ~~management checked~~ *2 *1<br>Are orders stamped "Accepted" signed & dated; List 6 invoices at random + Goldmine. | + Goldmine | *3 |
| **Have all Orders been dealt with satisfactorily. Check number of Credit Notes last 6 months** | | (8) Y |
| Have alterations to the picking document been signed off    NA | | N/A |
| **Have goods been checked against documentation prior to moving to despatch area and has order been initialled;** Use same orders as 1    #Checked via Barcode Scanner | | Y |
| Are orders awaiting despatch appropriately packaged and identified | | Y |
| **Are Telephone orders/"Picking Documents correctly filed( logged).** ;List 6 telephone orders examined    N/A treated as orders | | |
| If more space is required for answers use the reverse of this form | | |

*1  Need to Audit back to goldmine

*2  check Orders have been Counter checked.

| ORD | Accepted | signed | Dated | canter sign | goldmine | |
|---|---|---|---|---|---|---|
| ORD44034 | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 44019 | ✓ | ✓ | ✓ | ✓ | ✓ | See issue # 20263 |
| 44013 | ✓ | ✓ | ✓ | ✓ | X | |
| 44000 | ✓ | ✓ | ✓ | ✓ | X | Needed new contact Adding |
| 43987 | ✓ | | ✓ | ✓ | X | |
| 43947 | ✓ | ✓ | ✓ | ✓ | ✓ | |

#4  Goods Picked And Scanned to Order prior to Dispatch only Correct goods accepted.