

# Internal Audit Check list

Purchasing

Created:	17/May 1995	Audit No 05	VM3/COP04 VOP05
Revised:	14 June 2010	Last printed 02/06/2006 02:40:00 PM	Page 1 of 1
Audit Date		Auditor	ISO 7.4

Question	Response/Answer	Y/N
Verify that there is an up-to-date Approved suppliers list.		✓
<b>Is the "Approved Suppliers List up to date and is it used correctly</b>		✓
List any suppliers not on list		✓
Check that this list is monitored on a regular basis.	Reviewed 22/3/2010	✓
Check the basis for grading (as per COP/04 – 1.)		
Is this grading noted in “Intrastats” on individual supplier review details.		✓
Are all materials and services being provided from companies on Approved List.		
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.)		✓
Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied		
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	1 *	No
Are purchase order records and associated documents being filed correctly and are these records easily traceable	2 *	N/A
Check source of verification for non-manual purchases.		
Check that the copy purchase order is endorsed when the goods are received.		
Check that copy purchase orders are filed in correct location.		
Check that “Opera” and Intrastats is updated when booked into stock.		✓
<b>Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied</b>	3 *	N/A
<b>If more space is required for answers use the reverse of this form</b>		