

Internal Audit Check list			
CONTRACT REVIEW			
Created:	17/May 1995	Audit No 02	VM3/COP03 VOP 04
Revised:	13 September 2011	Last printed 3/28/2007 12:07:00 PM	Page 1 of 1
Audit Date	03/13/12	Auditor <i>DLS</i>	ISO

INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE			
DATE:	AUDITOR: Audit No 02	AUDIT PROCEDURE COP's 03, 20.5	
QUESTION:	RESPONSE:		Y/N
Check that all phone, enquiries are recorded in the personal diaries.			✓
Verify that the same information is added simultaneously into "Goldmine".			✓
Are replacement goods offered "Same Day" as stated?			✓
Check that originals are filed in datal order file			✓
Check that all current prices are retrievable from "Opera" & Intrastats			✓
Check that the quote, and a covering letter is faxed to the customer, and cross referenced to the quote (on file)			✓
Verify authorisation for quotes above £1000 Have been countersigned by a director			✓
Verify that the order is checked for stock availability, production and delivery times are achievable through Intrastats			✓
Check that the order is so stamped with the account No and initialled as accepted.			✓
Check that order differences are resolved prior to acceptance, and that this information is recorded in Goldmine			✓
Verify that the weekly review meeting is undertaken where possible with 4 weeks being the maximum	✱		

Review is now done digitally via intrastats  
with all orders being reviewed Daily.  
Errors fault go to non conformance Review  
Reviewed monthly by HL.