

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

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