

Internal Audit Check list

Purchasing

Created:	17/May 1995	Audit No 05	VM3/COP04 VOP05 Page 1 of 1
Revised:	15 August 2011	Last printed 02/06/2006 02:40:00 PM	
Audit Date		Auditor	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 List any suppliers not on list <i>* Not possible list built from only opera records agreed</i>	<i>AS per para</i>	✓
Check that this list is monitored on a regular basis.		✓
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 <i>* Need book all this</i>		
Is formal review being carried out on suppliers/subcontractors performance		✓
Are purchase order records and associated documents being filed correctly and are these records easily traceable		✓
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.		✓
Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied <i>Duplicate question</i>		✓
If more space is required for answers use the reverse of this form		