

## Internal Audit Check list

### Order Processing Picking Packing & Despatch

Created:	17/May 1995	Audit No 01	VM3/COP03 VOP 04
Revised:	14 February 2011	Last printed 02/06/2006 02:29:00 PM	Page 1 of 1
Audit Date	26-3-12	Auditor H. LAMB	ISO 7.2.3B

Question	Response/Answer							Y/N																																																															
<b>Does every Order have a Contract Review</b>																																																																							
Are orders stamped "Accepted" signed & dated; and Order logged in Goldmine List 6 invoices at random																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order No.</th> <th>Opera</th> <th>A/c #</th> <th>Initialled</th> <th>Checked</th> <th>Dated</th> <th>Initialled</th> <th>Goldmine</th> <th></th> </tr> </thead> <tbody> <tr><td>56634</td><td>✓</td><td>3910</td><td>CH</td><td>✓</td><td>25-3-12</td><td>SC</td><td>✓</td><td></td></tr> <tr><td>56617</td><td>✓</td><td>6666</td><td>CH</td><td>✓</td><td>23-3-12</td><td>AH</td><td>✗ eBay</td><td></td></tr> <tr><td>56567</td><td>✓</td><td>5101</td><td>CH</td><td>✓</td><td>20-3-12</td><td>LL</td><td>✓</td><td></td></tr> <tr><td>56531</td><td>✓</td><td>7070</td><td>LL</td><td>✓</td><td>19-3-12</td><td>AH</td><td>✓</td><td></td></tr> <tr><td>56507</td><td>✓</td><td>7392</td><td>LL</td><td>✓</td><td>16-3-12</td><td>AH</td><td>✓</td><td></td></tr> <tr><td>56198</td><td>✓</td><td>20142</td><td>LL</td><td>✓</td><td>24-2-12</td><td>AH</td><td>✓</td><td></td></tr> </tbody> </table>								Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine		56634	✓	3910	CH	✓	25-3-12	SC	✓		56617	✓	6666	CH	✓	23-3-12	AH	✗ eBay		56567	✓	5101	CH	✓	20-3-12	LL	✓		56531	✓	7070	LL	✓	19-3-12	AH	✓		56507	✓	7392	LL	✓	16-3-12	AH	✓		56198	✓	20142	LL	✓	24-2-12	AH	✓		Y
Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine																																																																
56634	✓	3910	CH	✓	25-3-12	SC	✓																																																																
56617	✓	6666	CH	✓	23-3-12	AH	✗ eBay																																																																
56567	✓	5101	CH	✓	20-3-12	LL	✓																																																																
56531	✓	7070	LL	✓	19-3-12	AH	✓																																																																
56507	✓	7392	LL	✓	16-3-12	AH	✓																																																																
56198	✓	20142	LL	✓	24-2-12	AH	✓																																																																
<b>Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months</b>																																																																							
Back to date 26 <sup>th</sup> Sept 11 CRE03317-CRE03380 = 63 credits																																																																							
<b>Have alterations to the Order been initialled and Dated</b> 56484 = ✓ 56463 = ✓																																																																							
<b>Order has correct goods scanned to it and printed</b> ✗ 1																																																																							
<b>Are orders awaiting despatch appropriately packaged and identified</b> 7327/120334 ✓ 7020/120592 ✓																																																																							
<b>Is appropriate transport arranged</b> Both found/ Both booked in ✗ 2																																																																							
<b>Check Ex-works parcels shipping is arranged</b>																																																																							
<b>Check that the appropriate shipping documents are available for the goods</b> 7020 - <i>Guaranteed</i> 7327 - <i>Faxing through</i>																																																																							
<b>Check that the delivery note is attached to the goods</b>																																																																							
<b>If more space is required for answers use the reverse of this form</b>																																																																							

1 XORD055897 ✓  
 2 \* poss re check 27<sup>th</sup>  
 56628 ✓  
 56597 ✓  
 56570 ✓  
 56548 ✓  
 56477 ✓