

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. CAMB	ISO 7.2.3B

Question	Response/Answer	Y/N																																																								
Does every Order have a Contract Review Are orders stamped "Accepted" signed & dated; and Order logged in Goldmine List 6 invoices at random																																																										
<table border="1"> <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> </tr> </thead> <tbody> <tr> <td>56634</td> <td>✓</td> <td>3910</td> <td>CH</td> <td>✓</td> <td>23-3-12</td> <td>SC</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>✓ Eban</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> </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> </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> </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> </tr> </tbody> </table>	Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine	56634	✓	3910	CH	✓	23-3-12	SC	✓	56617	✓	6666	CH	✓	23-3-12	AH	✓ Eban	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
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Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months <i>back to date 26th Sept 11 CRE03317-CRE03380 = 63 credits</i>																																																										
Have alterations to the Order been initialled and Dated <i>56484 = ✓ 56463 = ✓</i>																																																										
Order has correct goods scanned to it and printed <i>✓</i>																																																										
Are orders awaiting despatch appropriately packaged and identified <i>7327/120334 ✓ 1020/120592 ✓</i>																																																										
Is appropriate transport arranged <i>Both found/Both booked in ✓</i>																																																										
Check Ex-works parcels shipping is arranged <i>✓</i>																																																										
Check that the appropriate shipping documents are available for the goods <i>7070 - 500000 ✓ 7327 - faxing through ✓</i>																																																										
Check that the delivery note is attached to the goods <i>✓</i>																																																										
If more space is required for answers use the reverse of this form																																																										

1
 XORD55897 ✓
 56628 ✓
 56597 ✓
 56570 ✓
 56548 ✓
 56477 ✓

2* poss re check 27th