

| 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 | | Auditor | ISO |

| INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE | | | |
|--|-----------------|---------------------------|------------|
| DATE: | AUDITOR: | AUDIT PROCEDURE | |
| | Audit No 02 | COP's 03, 20.5 | |
| QUESTION: | | RESPONSE: | Y/N |
| Check that all phone, enquiries are recorded in the personal diaries. | | or goldmine or inbursatys | Y |
| Verify that the same information is added simultaneously into "Goldmine". | | | |
| Are replacement goods offered "Same Day" as stated? | | | Y |
| Check that originals are filed in data order file | | | |
| 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 | | XX 1 | |

all over due,