

VIAMED

Internal Audit Check list			
Order Processing Picking Packing & Despatch			
Created:	17/May 1995	Audit No 01	VM3/COP03 VOP 04
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Audit Date	13-5-14	Auditor Helen Lamb	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 ^{Intrastats.} List 6 invoices at random								
Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine ^{Intrastats}	
68219	✓	29	✓	✓	✓	✓	✓	Y
68238	✓	5520	✓	✓	✓	✓	✓	
68227	✓	4295	✓	✓	✓	✓	✓	
68216	✓	6673	✓	✓	✓	✓	✓	
68142	✓	3830	✓	✓	✓	✓	✓	
68080	✓	20203	✓	✓	✓	✓	✓	
Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months 36 credits								Y
Have alterations to the Order been initialled and Dated on Intrastats								Y
Order has correct goods scanned to it and printed *1								Y
Are orders awaiting despatch appropriately packaged and identified 3 at time of Audit								Y
Is appropriate transport arranged								Y
Check Ex-works parcels shipping is arranged 2 found. New system in place								Y
Check that the appropriate shipping documents are available for the goods 2 waiting on customer								Y
Check that the delivery note is attached to the goods								Y
If more space is required for answers use the reverse of this form								

*1 checked

ORD 68054	✓✓
ORD 68256	✓✓
ORD 68228	✓✓
ORD 68213	✓✓
ORD 68225	✓✓
ORD 67858	✓✓