

VIAMED

## Internal Audit Check list

## Order Processing Picking Packing &amp; Despatch

|            |                  |                                     |                     |
|------------|------------------|-------------------------------------|---------------------|
| Created:   | 17/May 1995      | Audit No 01                         | VM3/COP03<br>VOP 04 |
| Revised:   | 14 February 2011 | Last printed 02/06/2006 02:29:00 PM | Page 1 of 1         |
| Audit Date | 13-5-14          | Auditor Helen Lams                  | ISO 7.2.3B          |

| Question  | Response/Answer           |       |            |         |       |            |          | Y/N |
|---|---------------------------|-------|------------|---------|-------|------------|----------|-----|
| Does every Order have a Contract Review   | Intrastats.               |       |            |         |       |            |          |     |
| Are orders stamped "Accepted" signed & dated; and Order logged in Goldmine                  | List 6 invoices at random |       |            |         |       |            |          |     |
| Order No.   | Opera                     | A/c # | Initialled | Checked | Dated | Initialled | Goldmine |     |
| 68249   | ✓                         | 229   | ✓          | ✓       | ✓     | ✓          | ✓        |     |
| 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  |                           |       |            |         |       |            |          |     |
| Have alterations to the Order been initialled and Dated                                     |                           |       |            |         |       |            |          |     |
| Order has correct goods scanned to it and printed   |                           |       |            |         |       |            |          |     |
| Are orders awaiting despatch appropriately packaged and identified                          |                           |       |            |         |       |            |          |     |
| Is appropriate transport arranged   |                           |       |            |         |       |            |          |     |
| Check Ex-works parcels shipping is arranged   |                           |       |            |         |       |            |          |     |
| 2 found. New system in place  |                           |       |            |         |       |            |          |     |
| Check that the appropriate shipping documents are available for the goods                   |                           |       |            |         |       |            |          |     |
| 2 waiting on customer   |                           |       |            |         |       |            |          |     |
| Check that the delivery note is attached to the goods                                       |                           |       |            |         |       |            |          |     |
| If more space is required for answers use the reverse of this form                          |                           |       |            |         |       |            |          |     |

\* checked

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