Internal Audit Check list

Order Processing Picking Packing & Despatch

VST

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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

Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine	Y
VSTORD00339	✓	VST006	✓	✓	✓	✓	✓	
00336	·	VST0001	✓			✓	✓	
334	✓	VST091	✓	✓	✓	✓	✓	
327	✓	VST027	✓	✓	✓	✓	✓	
324	✓	VST021	✓	✓	✓	✓	✓	
323	✓	VST0001	✓	✓	✓	✓	✓	

New Process so settling in, spoken to staff advised to follow procedure.

Question	Response/Answer	Y/N
Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months	1 credit	Y
Have alterations to the Order been initialled and Dated	Intrastats	Y
Order has correct goods scanned to it and printed ✱ 1		Y
Are orders awaiting despatch appropriately packaged and identified		Y
Is appropriate transport arranged		Y
Check Ex-works parcels shipping is arranged		Y
Check that the appropriate shipping documents are available for the goods		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 VSORD00321 ✓✓
VSORD00329 ✓✓
VSORD 00323 ✓✓
VSORD 00320 ✓✓
VSORD 00302 ✓✓
VSORD 00296 ✓

#1 recommend adding total number of items scanned
to picking Bar code sheet.