VIAMED

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	4-6-15	Auditor H. Lamb	ISO

INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE

DATE:	**AUDITOR:** **Audit No 02**	**AUDIT PROCEDURE** COP's 03, 20.5	
QUESTION:		**RESPONSE:**	**Y/N**
Check that all phone, enquiries are recorded in the personal diaries. + Telephone Log		New system spoken to every one to ensure using. SH CH SC KE EH	
~~Verify that the same information is added simultaneously into "Goldmine".~~			
Are replacement goods offered "Same Day" as stated?		← where is this	Y
Check that ~~originals~~ ORD's are filed in ~~datal~~ ORD No. order file			Y
Check that all current prices are retrievable from ~~"Opera"~~ Sage ~~&~~ Intrastats			Y
Check that the quote, and a covering letter is ~~faxed~~ emailed to the customer, and ~~cross referenced to the quote (on file)~~ filed in Quotes file			Y
Verify authorisation for quotes above £1000 Have been countersigned by a director		not always # issue sent	N
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. Done, as part of Audit Of			Y
Check that order differences are resolved prior to acceptance, and that this information is recorded in ~~Goldmine~~ Active list			Y
Verify that the weekly review meeting is undertaken where possible with 4 weeks being the maximum		to look at	N