

VIA MED

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	4-6-15	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 random			
Order No.	Opera Strip	A/c #	Initialled
ORD74456	✓	2152	✓ LN
ORD74436	✓	1440	✓ EH
ORD74391	✓	6900	✓ SL
ORD74366	✓	3800	✓ LN
ORD74339	✓	20015	✓ SL
ORD74338	✓	12607	✓ SL

+ checked + initialled
 on customer paperwork
 on our ORD
 Initialled
 + checked + initialled
 on our ORD
 Initialled

Initialled
 + checked + initialled
 on our ORD
 Initialled
 + checked + initialled
 on our ORD
 Initialled

Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months

Back to Dec 4th

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

Check that the appropriate shipping documents are available for the goods

Check that the delivery note is attached to the goods

If more space is required for answers use the reverse of this form

#2 ORD 74472 ✓ Correct goods scanned but not leaflets
 ORD 74488 ✓ Correct goods scanned but not all leaflets
 ORD 73731 ✓
 ORD 74004 ✓
 ORD 74489 ✓ Correct goods no leaflets
 ORD 74279 ✓