

VST

Internal Audit Check list

Order Processing Picking Packing & Despatch

Created:	17/May 1995	Audit No 01	VM3/COP03 VOP 04
Revised:	14 February 2011	Last printed 02/06/2006 02:29:00 PM	Page 1 of 1
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	checked intra starts an Customer paperwork on our OED intra starts Goldmine memos an						Y
Order No.	Opera Stamp	A/c #	Initialled	Checked	Dated	Initialled	
V5ORD 00503	✓	V5006	✓ SL	✓	✓	✓ LN NA	
V5ORD 00502	✓	V5020	✓ RH	✓	✓	✓ LN V	
V5ORD 00473	✓	V5002	✓ RH	✓	✓	✓ LN NA	
V5ORD 00456	✓	V5006	✗ SL	✓	✓	✓ SC ✓	
V5ORD 00391	✓	V5007	✓ RH	✓	✓	✓ SL ✓	
V5ORD 00352	✓	V5007	✓ RH	✓	✓	✓ SL NA	
Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months							3
back to Dec 4 th							
Have alterations to the Order been initialled and Dated							V5ORD 00502
Order has correct goods scanned to it and printed							pick 6
Are orders awaiting despatch appropriately packaged and identified							
Is appropriate transport arranged							
Check Ex-works parcels shipping is arranged							NA
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							

VST orders only have one bar code for OED not A/c No.

V5ORD 00503 ✓
V5ORD 00462 ✓
V5ORD 00481 ✓
V5ORD 00469 ✓