

Internal Audit Check list VIAMED			
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		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 Goldmine List 6 invoices at random ORD																																																										
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Order No.</th> <th>Opera</th> <th>A/c #</th> <th>Initialled</th> <th>Checked</th> <th>Dated</th> <th>Initialled</th> <th>Goldmine</th> </tr> </thead> <tbody> <tr> <td>ORD 81911</td> <td>✓</td> <td>6133</td> <td>SW ✓</td> <td>SH ✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>81900</td> <td>✓</td> <td>12926</td> <td>SW ✓</td> <td>SH ✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>81839</td> <td>✓</td> <td>5430</td> <td>SW ✓</td> <td>SH ✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>81799</td> <td>✓</td> <td>7542</td> <td>KE ✓</td> <td>SC ✓</td> <td>✓</td> <td>✓</td> <td>✗ not checked</td> </tr> <tr> <td>81774</td> <td>✓</td> <td>7374</td> <td>SH</td> <td>KE ^{No} stamp</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>81756</td> <td>✓</td> <td>3980</td> <td>SH</td> <td>EH</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> </tbody> </table>	Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine	ORD 81911	✓	6133	SW ✓	SH ✓	✓	✓	✓	81900	✓	12926	SW ✓	SH ✓	✓	✓	✓	81839	✓	5430	SW ✓	SH ✓	✓	✓	✓	81799	✓	7542	KE ✓	SC ✓	✓	✓	✗ not checked	81774	✓	7374	SH	KE ^{No} stamp	✓	✓	✓	81756	✓	3980	SH	EH	✓	✓	✓		
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Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months																																																										
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 none at time																																																										
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																																																										