

Internal Audit Check list VIAMED

Order Processing Picking Packing & Despatch

Created:	17/May 1995	Audit No 01	VM3/COP03
Revised:	14 February 2011	Last printed 02/06/2006 02:29:00 PM	VOP 04 Page 1 of 1
Audit Date		Auditor <i>Hele Lamb</i>	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			
Order No.	Opera	A/c #	Initialled Goldmine
81911	✓	6133	SW ✓ SH ✓ ✓ ✓
81900	✓	12926	SW ✓ SH ✓ ✓ ✓
81839	✓	5430	SW ✓ SH ✓ ✓ ✓
81799	✓	7542	HE ✓ JC ✓ ✓ ✓
81774	✓	7374	SH KE No stamp ✓ ✓
81756	✓	3980	SH EH ✓ ✓
Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months			
Have alterations to the Order been initialled and Dated			Y
Order has correct goods scanned to it and printed			Y
Are orders awaiting despatch appropriately packaged and identified			Y
Is appropriate transport arranged			Y
Check Ex-works parcels shipping is arranged	none at time		N/A
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			