Internal Audit Check list

VST (handwritten)

Order Processing Picking Packing & Despatch

Created:	17/May 1995	**Audit No 01**	VM3/COP03 VOP 04
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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

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Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine
00693	✓	VST032	SW	EH	✓	✓	✓
686	✓	VST0004	JC	k~~ECho~~	✓	✓	✓
666	✓	VST011	X	✓ SH	✓	✓	✓
652	✓	VST0001	X	SW ✓	✓	✓	✓
616	✓	VST025	SW	✓ ~~EH~~	✓	✓	✓
6010	✓	VST0004	X	CG	✓	✓	✓

SN re paperwork for orders (handwritten)

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 of Audit*	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		