Internal Audit Check list

CONTRACT REVIEW Vlamed			
Created:	17/May 1995	**Audit No 02**	VM3/COP03 VOP 04
Revised:	16 August 2016	Last printed	Page 1 of 1
Audit Date	17-8-16	Auditor Helen Lamb	ISO

INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE			
DATE:	**AUDITOR:** **Audit No 02**	**AUDIT PROCEDURE** COP's 03, 20.5	
QUESTION:		**RESPONSE:**	**Y/N**
Are Telephone orders being logged in the call log correctly		call log re ORD81785 #1428	Y
Are Contact Details being updated in the system correctly Check 5 of this weeks Invoices: Check the Invoice, ORD customer paperwork and CRM are correct. Stamped, initialled and dated correctly 1. ORD 81842 ✓ 2. ORD 81785 not Stamped x Not on CRM 3. ORD 81790 ✓ 4. ORD 81801 ✓ 5. ORD 81819 ✓		issue to KE re ORD81785 non Conformance. #77049	Y
ORD File(s) are in ORD number order and archived correctly			Y
Quotes and proformas file used correctly check 3 of each, Box size where relevant, checked as per order , stamped emailed and dated. - check any over the limit set in vm3COP03 have been signed by a director. Quotes 1. QU004373 ✓ 2. QU004338 ✓ box size attached too 3. QU003686 ✓ signed off over limit Proformas 1. Pro04046 ✓ ~~SB~~ box size 2. PRO 043900 ✓ 3. PRO03953 ✓			

issue needed re Quotes level to sign. £5000 do we do same for orders ? and Proformas any discounts need to be signed off.
#77057

#T7049

VIAMED LIMITED

INVOICE

Issue sent KE, EC, CG + JC

Invoice Address

General Anaesthetics Services Limited
Worth Valley House, Ingrow
Business Park, Halifax Road
Keighley
BD21 5EF

Delivery Address

General Anaesthetics Services Limited
Worth Valley House, Ingrow
Business Park, Halifax Road
Keighley
BD21 5EF

Delivery No.	DEL82695
Invoice No.	IN146113
Delivery Date	11/08/16
Tax Point	11/08/16
Customer Ref.	11/08/16CC
Account	00012765

on katie - picked by Emma

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total £	VAT
0111275	Oxygen analyser OxiQuant S S/N:A103387	1	96.00		96.00	1
PP	Collect in Person	1				1

ORD 81785 +el order 1d.

not stamped/init/dated x

checked ✓

priority one not signed by Director but team leader
Directors in as prev signed priority one same day.
team leader put order on, issue sent to remind needs
signing by different authorised signee

Not on CRM x

Alex Jaqus

KATIE

Goods Total	96.00
VAT	19.20
Invoice Total	115.20

Weee registration number: WEE/DD1952ZQ
Vat Registration number : GB 287 3895 93
Terms: Nett 30 days from date of Invoice.
Terms and conditions: www.viamed.co.uk/terms
Credit transfers to : Barclays Bank PLC, High Street, Skipton, N Yorks.
For credit of:
VIAMED Ltd, £ A/C No. 00906662 Bank Sort Code 20-78-42.
BIC/Swift Code: BARCGB22 IBAN: GB93BARC20784200906662

Claims: Please claim non delivery within 7 days of invoice, shortages or damages within 3 days of receipt. Claims after these times cannot be entertained
Title to goods does not pass until payment in full has been received.

Feedback : www.viamed.co.uk/feedback

15 Station Road, Cross Hills, Keighley
West Yorkshire, BD20 7DT, UK
Telephone : +44 (0) 1535 634542
Fax : +44 (0) 1535 635582
Email : info@viamed.co.uk

VIAMED LIMITED

INVOICE

Invoice Address

Medivent Ltd (Euro)
Unit 10
Hills Industrial Centre
Liffey Bridge, Lucan, Co. Dublin
Ireland

IE4883758C

Delivery Address

Medivent Ltd (Euro)
Unit 10
Hills Industrial Centre
Liffey Bridge, Lucan, Co. Dublin
Ireland

Delivery No.	DEL82750
Invoice No.	IN146169
Delivery Date	16/08/16
Tax Point	16/08/16
Customer Ref.	P05548
Account	00007374

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total Euros	VAT
0014802	Pulse Oximetry Ear Sensor Model: EP4007 Compatibility: HP/Philips S/N EFJ00010-11 Tariff 90181990-00	2	70.00		140.00	E
PPUPS6	Courier delivery - Standard. Shipped with order P05543	1				E

ORD 81842

stamped/sign/int ✓
checked ✓
on CRM ✓

Amy Kelly Tel: +353 1 628 0338

Goods Total	140.00
VAT	
Invoice Total	140.00

Vat Registration number : GB 287 3895 93
Terms: Nett 30 days from date of Invoice.

Credit transfers to : Barclays Bank PLC, High Street, Skipton, N Yorks. For credit of: VIAMED Ltd, Euro A/C No. 87399700 Bank Sort Code 20-78-42.
BIC/Swift Code: BARCGB22
IBAN : GB89BARC20547887399700
EORI GB287389593000

Claims: Please claim non delivery within 7 days of invoice, shortages or damages within 3 days of receipt.
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VIAMED LIMITED

INVOICE

Invoice Address	Delivery Address
Yorkshire Ambulance Service Finance Department Springhill 1 Brindley Way Wakefield 41 Business Park Wakefield WF2 0XG	Yorkshire Ambulance Service Equipment 41 Industrial Estate Unit M Brunel Road Wakefield West Yorkshire WF2 0XG

Delivery No.	DEL82704
Invoice No.	IN146122
Delivery Date	11/08/16
Tax Point	11/08/16
Customer Ref.	113861
Account	00008001

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total £	VAT
0014495	Masimo Red DCI-dc12, adult reusable Sp02 sensor. Model No.: 2054 Cable length: 12ft Patient weight> 30kg Serial Number: A1620E1098-99 A1620E1100-04 A1620E1107 A1620E1108-09	10	215.00		2150.00	1
PPUPS1	Courier delivery - Standard.	1	10.00		10.00	1

stamped/~~sign~~ init ✓
checked ok ✓

ORD 81790

all ok. ✓

on CRM ✓

Mick Westman - 0845 124 1241

KATIE

Weee registration number: WEE/DD1952ZQ
Vat Registration number : GB 287 3895 93
Terms: Nett 30 days from date of Invoice.
Terms and conditions: www.viamed.co.uk/terms
Credit transfers to : Barclays Bank PLC, High Street, Skipton, N Yorks.
For credit of:
VIAMED Ltd, £ A/C No. 00906662 Bank Sort Code 20-78-42.
BIC/Swift Code: BARCGB22 IBAN: GB93BARC20784200906662

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Feedback : www.viamed.co.uk/feedback

Goods Total	2160.00
VAT	432.00
Invoice Total	2592.00

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West Yorkshire, BD20 7DT, UK
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Fax : +44 (0) 1535 635582
Email : info@viamed.co.uk

VIAMED LIMITED

INVOICE

Invoice Address

Hull & East Yorkshire Hospital
NHS Trust
Finance Department
PO Box 4030
Swindon
SN4 4LQ

Delivery Address

Hull Royal Infirmary
Goods Inward, Fountain Street
Anlaby Road
Hull
East Yorkshire
HU3 2JZ

Delivery No.	DEL82712
Invoice No.	IN146130
Delivery Date	12/08/16
Tax Point	12/08/16
Customer Ref.	RWA12868
Account	00002265

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total £	VAT
0021013	Sensor wraps, box of 12. Adult or paediatric finger, infant toe, neonatal foot. For use with multi-site 'Y' sensors. Ref. 6554	22	7.50		165.00	1
PPUPS1	Courier delivery - Standard.	1				1

Stamped/sign/init/ ✓
checked
on CRM ✓

ORD 81801

Gill Buckley - 01482 608782

KATIE

Weee registration number: WEE/DD1952ZQ
Vat Registration number : GB 287 3895 93
Terms: Nett 30 days from date of Invoice.
Terms and conditions: www.viamed.co.uk/terms
Credit transfers to : Barclays Bank PLC, High Street, Skipton, N Yorks.
For credit of:
VIAMED Ltd, £ A/C No. 00906662 Bank Sort Code 20-78-42.
BIC/Swift Code: BARCGB22 IBAN: GB93BARC20784200906662

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Feedback : www.viamed.co.uk/feedback

Goods Total	165.00
VAT	33.00
Invoice Total	198.00

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VIAMED LIMITED

INVOICE

Invoice Address
Bunzl Healthcare
George House
Unit 6 Delta Park Ind Estate
Millmarsh Lane
Enfield
EN3 7QJ

Delivery Address
Bunzl Healthcare
Unit 6, Delta Park Ind Estate
Millmarsh Lane
Enfield
Middlesex
EN3 7QJ

Delivery No.	DEL82728
Invoice No.	IN146146
Delivery Date	15/08/16
Tax Point	15/08/16
Customer Ref.	292162
Account	00009610

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total £	VAT
0021013	Sensor wraps, box of 12. Adult or paediatric finger, infant toe, neonatal foot. For use with multi-site 'Y' sensors. Ref. 6554	12	6.00		72.00	1
PPUPS1	Courier delivery - Standard.	1	10.00		10.00	1

stamped/sign/init/ ✓
checked ✓
on CRM ✓

ORD 81819

Nick Paul - 0161 848 4084

SARAHH

Goods Total	82.00
VAT	16.40
Invoice Total	98.40

Weee registration number: WEE/DD1952ZQ
Vat Registration number : GB 287 3895 93
Terms: Nett 30 days from date of Invoice.
Terms and conditions: www.viamed.co.uk/terms
Credit transfers to : Barclays Bank PLC, High Street, Skipton, N Yorks.
For credit of:
VIAMED Ltd, £ A/C No. 00906662 Bank Sort Code 20-78-42.
BIC/Swift Code: BARCGB22 IBAN: GB93BARC20784200906662

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CONTRACT REVIEW			
Created:	17/May 1995	Audit No 02 Viamed	VM3/COP03 VOP 04
Revised:	13 September 2011	Last printed 3/28/2007 12:07:00 PM	Page 1 of 1
Audit Date		Auditor	ISO

INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE			
DATE:	**AUDITOR:** Audit No 02	**AUDIT PROCEDURE** COP's 03, 20.5	
QUESTION:		**RESPONSE:**	**Y/N**
Check that all phone, enquiries are recorded in the personal diaries.		In Intrastats	
Verify that the same information is added simultaneously into "Goldmine".		?	
Are replacement goods offered "Same Day" as stated?		No way to check	
Check that originals are filed in datal order file		ORD file	
Check that all current prices are retrievable from "Opera" & Intrastats		intrastats.	
Check that the quote, and a covering letter is faxed to the customer, and cross referenced to the quote (on file)		and proforma filed with paperwork	
Verify authorisation for quotes above £1000 Have been countersigned by a director		Done needs review	
Verify that the order is checked for stock availability, production and delivery times are achievable through Intrastats		Done	
Check that the order is so stamped with the account No and initialled as accepted.			
Check that order differences are resolved prior to acceptance, and that this information is recorded in ~~Goldmine~~		Intrastats + ORD	
Verify that the weekly review meeting is undertaken where possible with 4 weeks being the maximum			

- call log used for orders — are all tel orders on order log
- If info put in to intrastats for orders email/tel/post
- ORD file in ORD order + archived correctly
- Quote + proforma file used correctly as per procedure Check 3 of each for ~~signed~~ box size, where relevant ~~stamp~~ checked as per order, stamp emailed + date.

re written so re print + do.
17-8-16 HC/DC