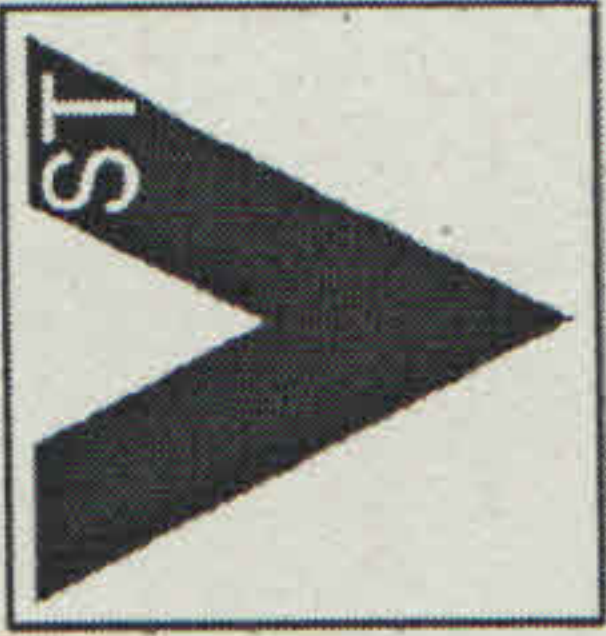


Internal Audit Check list			
CONTRACT REVIEW <i>VST</i>			
Created:	17/May 1995	Audit No 02	VM3/COP03 VOP 04
Revised:	16 August 2016	Last printed	Page 1 of 1
Audit Date	<i>17-8-16</i>	Auditor <i>Helen Lamb</i>	ISO

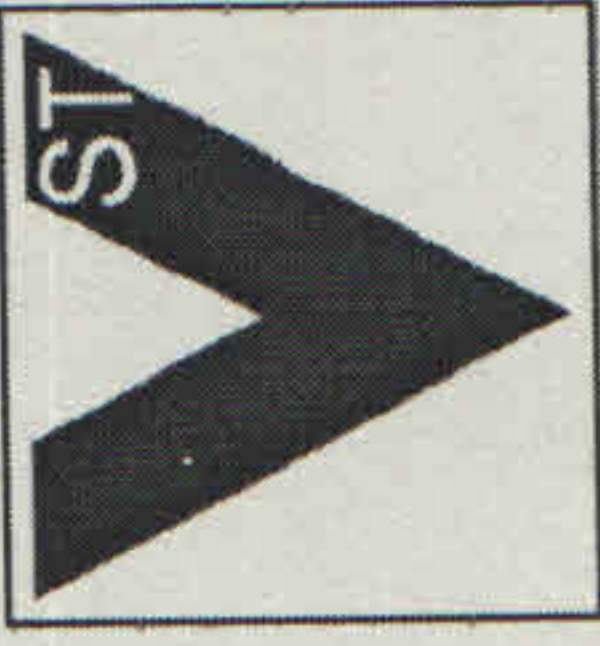
INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE			
DATE:	AUDITOR: Audit No 02	AUDIT PROCEDURE COP's 03, 20.5	
QUESTION:	RESPONSE:		Y/N
Are Telephone orders being logged in the call log correctly	<i>#101 1387</i>		
Are Contact Details being updated in the system correctly Check 5 of this weeks Invoices: Check the Invoice, ORD customer paperwork and CRM are correct, Stamped initialled and dated correctly <i>See attached the rest is correct</i> 1. <i>VSORD 00686 not stamped</i> 2. <i>VSORD 00673 not stamped</i> 3. <i>VSORD 00666 not stamped</i> 4. <i>VSORD 00678 not stamped</i> 5. <i>VSORD 00649 ✓ all on CRM</i>	<i>procedure to be written. Rolling orders need to be included on ORD's - issue sent. Non Conformance re need re procedure in place. #77053</i>		
ORD File(s) are in ORD number order and archived correctly			<i>Y</i>
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. 2. <i>N/A none</i> 3. Proformas 1. 2. <i>none</i> 3.	<i>None at this time</i>		<i>Y</i>



VANDAGRAPH

Sensor Technologies

I N V O I C E



Invoice Address

Vobster Marine Systems Ltd
Vobster Quay
Upper Vobster
Radstock
Somerset
BA3 5SD

Delivery Address

Vobster Marine Systems Ltd
Vobster Quay
Upper Vobster
Radstock
Somerset
BA3 5SD

Delivery No. VSDEL00753

Invoice No. VSTIN00771

Delivery Date 11/08/16

Tax Point 11/08/16

Customer Ref. VMS2365

Account VST027

Invoice value is in GB Pounds Sterling

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total £	VAT
8010017	Oxygen Sensor - VMS1700 S/N:VMS101102-50	49	30.00		1470.00	1
8010017	Oxygen Sensor - VMS1700 Serial Number SRS Number SRN Number VMS100830 SRS65447 SRN27290	1				1
PPUPS1	S/N:VMS101101 Courier delivery - Standard.	1	9.00		9.00	1

Stamped init/dated VJ S ORD 00669
Checked ✓
on CAM ✓

Contact at Vobster: Martin Stanton
Tel: 01373 814678
SARAH

Vat Registration number: GB 991 1680 00

Terms: Nett 30 days from date of Invoice.

Terms and conditions: www.vandagraphst.com/terms.htm

Credit transfers to: Barclays Bank PLC, 49 High Street, Skipton,
North Yorkshire, BD23 1DH.

For credit of: Vandagraph Sensor Technologies.

£ A/C No. 03324095 Bank Sort Code 20-78-42.

BIC/Swift Code: BARCGB22 IBAN: GB23BARC20784203324095

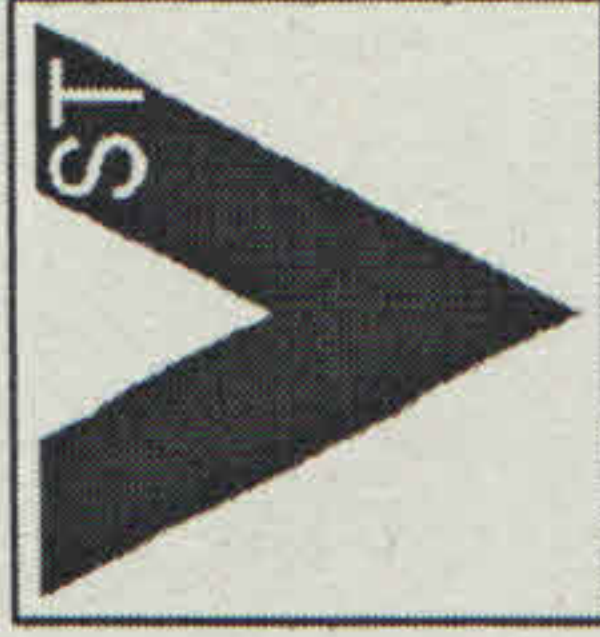
Goods Total 1479.00

VAT 295.80

Invoice Total 1774.80

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.

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



VANDAGRAPH

Sensor Technologies

I N V O I C E



Invoice Address

KISS Rebreather LLC
PO Box 3371 (72913)
4318 South 16th. Street
Fort Smith
Arkansas, USA
AR 72901

Delivery Address

KISS Rebreather LLC
PO Box 3371 (72913)
4318 South 16th. Street
Fort Smith
Arkansas, USA
AR 72901

Delivery No. VSDEL00755

Invoice No. VSTIN00773

Delivery Date 11/08/16

Tax Point 11/08/16

Customer Ref. 12/07/16SW

Account VST020

Invoice value is in GB Pounds Sterling

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total £	VAT
8010014	Oxygen Sensor - K-22D Serial Number: K100956-99 K101000-30 Tariff Code: 9027101000 Courier delivery - Express Saver.	75	30.00		2250.00	E
PPUPS7		1	45.51		45.51	E

Not stamped / init/dated x
Checked ✓

on CRM ✓

VSORD00678

Contact at Kiss Rebreather: Keimi Driscoll
Tel: 918 721 9386
SARAH

Vat Registration number : GB 991 1680 00

Terms: Nett 30 days from date of Invoice.

Terms and conditions: www.vandagraphst.com/terms.htm

Credit transfers to : Barclays Bank PLC, 49 High Street, Skipton,
North Yorkshire, BD23 1DH.

For credit of: Vandagraph Sensor Technologies.

£ A/C No. 03324095 Bank Sort Code 20-78-42.

BIC/Swift Code: BARCGB22 IBAN: GB23BARC20784203324095

Goods Total 2295.51

VAT

Invoice Total 2295.51

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.

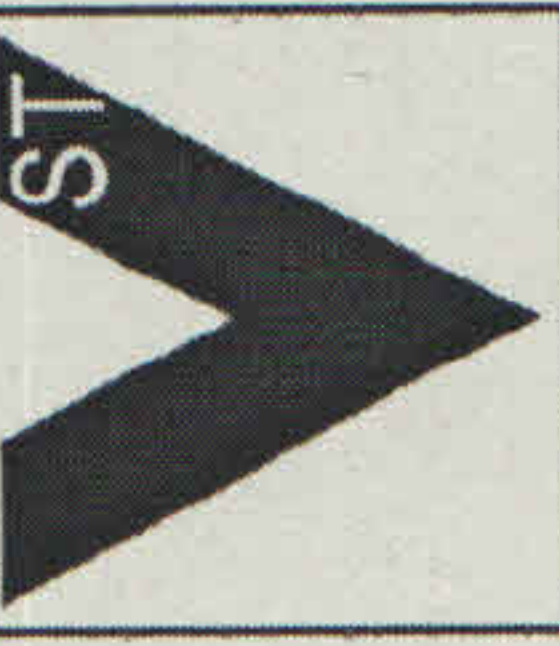
15 Station Road, Cross Hills, Keighley
West Yorkshire, BD20 7DT, UK
Telephone : +44 (0) 1535 634542
Fax : +44 (0) 1535 635582
info@vandagraphst.com



VANDAGRAPH

Sensor Technologies

I N V O I C E



Invoice Address

Marked at 90 Ltd
15 Bentley Court
Paterson Road
Wellingborough
Northamptonshire
NN8 4BQ

Delivery Address

Marked at 90 Ltd
15 Bentley Court
Paterson Road
Wellingborough
Northamptonshire
NN8 4BQ

Delivery No. VSDEL00756

Invoice No. VSTIN00774

Delivery Date 12/08/16

Tax Point 12/08/16

Customer Ref. PO#0707

Account VST011

Invoice value is in GB Pounds Sterling

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total £	VAT
8010008	Oxygen Sensor - NaNM01 S/N:M01104451-99 M01104500-50	100	27.00		2700.00	1
PPNAN	Courier delivery - EXW (Incoterms 2010) Consigned to: UPS Service: Express Saver Account name: Marked at 90 Account number: 5XA542	1				1

VS0RD000666

not stamped/init/dated x
checked ✓

Contact at Marked at 90: Anna Routley

Tel: 01933 681255

SARAH

Vat Registration number : GB 991 1680 00

Terms: Nett 30 days from date of Invoice.

Terms and conditions: www.vandagraphst.com/terms.htm

Credit transfers to : Barclays Bank PLC, 49 High Street, Skipton,

North Yorkshire, BD23 1DH.

For credit of: Vandagraph Sensor Technologies.

£ A/C No. 03324095 Bank Sort Code 20-78-42.

BIC/Swift Code: BARCGB22 IBAN: GB23BARC20784203324095

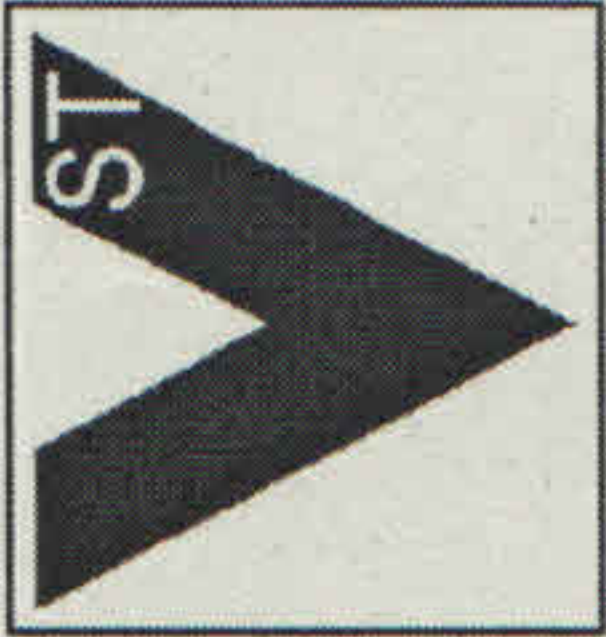
Goods Total 2700.00

VAT 540.00

Invoice Total 3240.00

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.

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



VANDAGRAPH

Sensor Technologies

I N V O I C E



Invoice Address
Divesoft s.r.o.
Halkova 2495
413 01 Roudnice nad Labem
Czech Republic

Delivery Address
Divesoft, s.r.o.
Halkova 2495
413 01 Roudnice nad Labem
Czech Republic

Delivery No.

Invoice No. VSTIN00768

Delivery Date 10/08/16

Tax Point 10/08/16

Customer Ref. 11/07/16

Account VST025

CZ26722101

Invoice value is in GB Pounds Sterling

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total £	VAT
8010020	Oxygen Sensor - type 22D S/N: D101311-70 Tariff: 9027101000 Courier delivery - Standard.	60	27.00		1620.00	E
PPUPS6		1	16.36		16.36	E

Not stamped X
cust paperwork
not attached

checked. ✓
On CRM ✓

This Invoice was a correction /
Replacement of VSTIN 00767

VS ORD 00673

Contact at Divesoft: Gabriela Springlova
Tel: +420 416 857057
HLAMB

Vat Registration number : GB 991 1680 00
Terms: Nett 30 days from date of Invoice.

Terms and conditions: www.vandagraphst.com/terms.htm

Credit transfers to : Barclays Bank PLC, 49 High Street, Skipton,
North Yorkshire, BD23 1DH.

For credit of: Vandagraph Sensor Technologies.

£ A/C No. 03324095 Bank Sort Code 20-78-42.

BIC/Swift Code: BARCGB22 IBAN: GB23BARC20784203324095

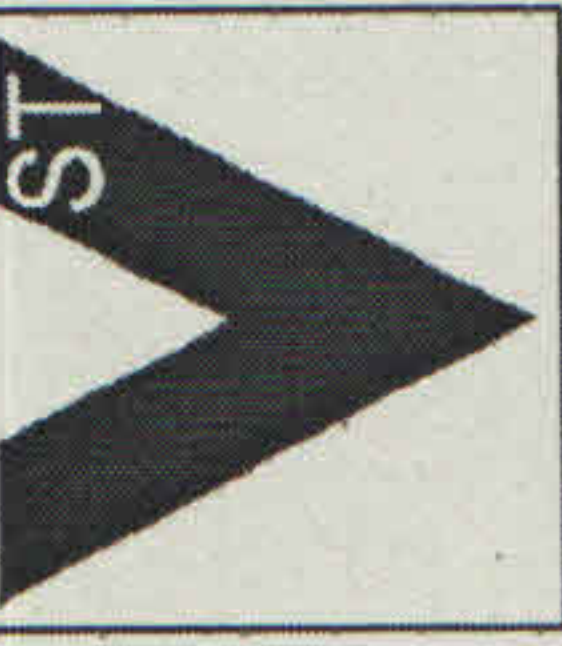
Goods Total 1636.36

VAT

Invoice Total 1636.36

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.

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



Vandagraph Sensor Technologies

I N V O I C E

Invoice Address

Envitec-Wismar GmbH
Alter Holzhafen 18
Wismar
Germany

D-23966
DE137437213

Delivery Address

Envitec-Wismar GmbH
Alter Holzhafen 18
Wismar
Germany

D-23966

Delivery No. VSDEL00752

Invoice No. VSTIN00770

Delivery Date 10/08/16

Tax Point 10/08/16

Customer Ref. 10/0816SW

Account VST0004

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC.%	Total Euros	VAT
8030499	Cable tie - 100 mm x 2.5 mm. Bag of 100.	4				E
8030498	Grommet - for cable 2.8 mm diameter. Material: Black TPR Pack of 100.	4				E
8000004	Cable assembly for oxygen sensor 8010004	400				E
PPUPS7	Courier delivery - Express Saver.	1				E

Not stamped / signed / init X
checked ✓
on CRM ✓

Jessica Wagner Tel: +49 3841 360 206

Vat Registration number : GB 991 1680 00
Terms: Nett 30 days from date of Invoice.

Credit transfers to : Barclays Bank PLC, High Street, Skipton, N Yorks. For
credit of Vandagraph Sensor Technologies
£ a/c No. 03324095 Bank Sort Code 20-78-42
BIC/Swift Code BARCGB22
IBAN GB23BARC20784203324095

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.

Goods Total

VAT

Invoice Total

15 Station Road, Cross Hills, Keighley
West Yorkshire, BD20 7DT, UK
Telephone : +44 (0) 1535 634900
Fax : +44 (0) 1535 635582
Email : info@vandagraphst.com

Internal Audit Check list			
CONTRACT REVIEW			
Created:	17/May 1995	Audit No 02 VST	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.			
Verify that the same information is added simultaneously into "Goldmine".			
Are replacement goods offered "Same Day" as stated?			
Check that originals are filed in datal order file			
Check that all current prices are retrievable from "Opera" & Intrastats			
Check that the quote, and a covering letter is faxed to the customer, and cross referenced to the quote (on file)			
Verify authorisation for quotes above £1000 Have been countersigned by a director			
Verify that the order is checked for stock availability, production and delivery times are achievable through Intrastats			
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			
Verify that the weekly review meeting is undertaken where possible with 4 weeks being the maximum			

Re print
Re done 17-876
DL/HC