Internal Audit Check list			
CONTRACT REVIEW VST			
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 Lomb	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		#id 1387	
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 See attached 1. VSORD 00686 not stamped, the Rest 2. VSORD 00673 not stamped is Correct 3. VSORD 00666 not stamped 4. VSORD 00678 not stamped 5. VSORD 00649 ✓ all on CRM		procedure to be written. Rolling orders need to be included on ORD's - issue sent. non Conformance re need procedure in place. #77053	
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. 2. N/A none 3. Proformas 1. 2. none 3.		None at this time	Y

VANDAGRAPH
Sensor Technologies
INVOICE

Delivery No.	VSDEL00753
Invoice No.	VSTIN00771
Delivery Date	11/08/16
Tax Point	11/08/16
Customer Ref.	VMS2365
Account	VST027

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

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 S/N:VMS101101	1				1
PPUPS1	Courier delivery - Standard.	1	9.00		9.00	1

stamped/init/dated VTS ORD 00649
Checked ✓
on CRM ✓

Contact at Vobster: Martin Stanton
Tel: 01373 814678
SARAH

Goods Total	1479.00
VAT	295.80
Invoice Total	1774.80

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

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

Delivery No.	VSDEL00755
Invoice No.	VSTIN00773
Delivery Date	11/08/16
Tax Point	11/08/16
Customer Ref.	12/07/16SW
Account	VST020

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

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	75	30.00		2250.00	E
PPUPS7	Courier delivery - Express Saver.	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

Goods Total	2295.51
VAT	
Invoice Total	2295.51

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

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
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info@vandagraphst.com**

VANDAGRAPH
Sensor Technologies
INVOICE

Delivery No.	VSDEL00756
Invoice No.	VSTIN00774
Delivery Date	12/08/16
Tax Point	12/08/16
Customer Ref.	PO#0707
Account	VST011

Invoice Address

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

Delivery Address

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

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: Narked at 90 Account number: 5XA542	1				1

VSORD00666

not stamped/init/Dated x
checked ✓
on CRM ✓

Contact at Narked at 90: Anna Routley
Tel: 01933 681255
SARAH

Goods Total	2700.00
VAT	540.00
Invoice Total	3240.00

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

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.

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Telephone : +44 (0) 1535 634542
Fax : +44 (0) 1535 635582
info@vandagraphst.com

VANDAGRAPH
Sensor Technologies
INVOICE

Invoice Address

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

CZ26722101

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 NO
Tax Point	10/08/16 ORD
Customer Ref.	11/07/16 Replacement INV
Account	VST025

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	60	27.00		1620.00	E
PPUPS6	Courier delivery - Standard.	1	16.36		16.36	E

Not stamped X
cust paperwork not attached

This invoice was a correction/
Replacement of VSTIN00767

checked. ✓
on CRM ✓

VSORD 00673

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

Goods Total	1636.36
VAT	
Invoice Total	1636.36

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

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.

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info@vandagraphst.com

Vandagraph Sensor Technologies

INVOICE

Delivery No.	VSDEL00752
Invoice No.	VSTIN00770
Delivery Date	10/08/16
Tax Point	10/08/16
Customer Ref.	10/0816SW
Account	VST0004

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

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 VSORD00686
checked ✓
on CRM ✓

Jessica Wagner Tel: +49 3841 360 206

Goods Total

VAT

Invoice Total

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.

15 Station Road, Cross Hills, Keighley
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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 17-8-16

DL/HC