Internal Audit Check list

Purchasing Viamed			
Created:	17/May 1995	**Audit No 05**	VM3/COP04 VOP05
Revised:	17 August 2016	Last printed 02/06/2006 02:40:00 PM	Page 1 of 1
Audit Date	18-8-16	Auditor H. Lamb	ISO 7.4

Task ID 15

Question	**Response/Answer**	
When was the Approved Supplier List last completed.		17-8-16
Verify that there is an up to date suppliers used list.		Y
Is the List up to date and reviewed annually.		Y
Check that this list is monitored on a regular basis.		See responsibilities and roles in Intrastats
Are individual suppliers graded and reviewed on Intrastats.		Y
Do our Purchasing documents clearly describe requirements, i.e. quantity, price, description. Check that purchase orders are countersigned by a Director. Filed correctly in order. Stamped ~~received~~ Check Opera and Intrastats has been updated when booked into stock. on system Check 5 purchase orders at random opera 1. POR10831 ✓✓✓ not signed copy ✓. ✓ 2. POR10813 ✓✓✓ not signed copy ✓ ✓ 3. POR10793 ✓✓✓ ✓ ✓ ✓ 4. POR10770 ✓✓✓ ✓ ✓ ✓ 5. POR10753 ✓✓✓ ✓ ✓ ✓		
Are COSH data sheets saved in intrastats and linked to stock part numbers. #2		Y

#[1] 77046

#[2] 77047

Internal Audit Check list

Purchasing			
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Audit Date		Auditor Helen Lamb	ISO 7.4

completed task id 15

When was supplier reviewed last used

Question	Response/Answer	Y/N
Verify that there is an up-to-date ~~Approved~~ suppliers list.		
Is the ~~"Approved Suppliers~~ List up to date ~~and is it used correctly~~		
~~List any suppliers not on list~~ + Reviewed annually.		
Check that this list is monitored on a regular basis.	See Responsibilities + Roles	
~~Check the basis for grading (as per COP/04 – 1.)~~		
~~Is this grading noted in "Intrastats"~~ are ~~on~~ individual supplier ~~review details~~ and reviewed.	graded on Intrastats	
~~Are all materials and services being provided from companies on Approved List.~~ ~~If not are * used on Invoices. List any Deviations~~		
Do our Purchasing documents clearly describe requirements,i.e. ~~Technical Dat, British Standards, Process requirements,~~ Manufacturers Article Number, ~~and~~ Description ~~. Is the requirement automatically on the bottom of all orders (as per COP/04 – 3.)~~ ~~price~~ Quantity		
~~Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied~~		
Check that purchase orders are countersigned by a Director. + filed correctly. Check 6 P.O's at random	Stamped Received,	
~~Is formal review being carried out on suppliers/subcontractors performance~~		
Are purchase order ~~records~~ and associated documents being filed correctly ~~and are these records easily traceable~~ # Check POR file		
Are up to date cost sheets saved in Intrastats – linked to stock part numbers.		
~~Check source of verification for non-manual purchases.~~		
~~Check that the copy purchase order is endorsed when the goods are received.~~		
~~Check that copy purchase orders are filed in correct location.~~		
Check that "Opera" and Intrastats is updated when booked into stock.		
~~**Where required are Test Certificates,Certificates of Conformance,or other documentation being specified on P.O's and are they being supplied**~~		
If more space is required for answers use the reverse of this form		

DL need tree for rolling issues ~~tasks~~ + audits

Issue #: need cost data sheet search #77046

#77047

Re Write Report