Internal Audit Check list

Purchasing   *VST*

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	17-8-16
When was the Approved Supplier List last completed.		
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. _SU not passing PCR.s to goods in #_ Check 5 purchase orders at random 1. VST P000 554 ✓ ✓ ✓ ✓ ✓ 2. VST P000 547 ✓ ✓ ✓ Copy✗ ✓ SU✓ 3. VST P000 518 ✓ ✓ ✓ ✓ ✓ 4. VST P000 509 ✓ ✓ ✓ ✓ ✓ 5. VST P000 483 ✓ ✓ SU✓Copy✓ ✗		
Are COSH data sheets saved in intrastats and linked to stock part numbers. #2		Y

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