

Vlamed

#88845

Internal Audit Check list			
Order Processing Picking Packing & Despatch			
Created:	17/May 1995	Audit No 01	VM3/COP03 VOP 04
Revised:	14 February 2011	Last printed 02/06/2006 02:29:00 PM	Page 1 of 1
Audit Date	9-3-17	Auditor	Helen Lamb BSC Hons. ISO 7.2.3B

Question	Response/Answer	Y/N																																																								
Does every Order have a Contract Review Are orders stamped "Accepted" signed & dated; and Order logged in Goldmine List 6 invoices at random	Logged Initials Goldmine	Y goods scanned																																																								
ORD <table border="1"> <thead> <tr> <th>Order No.</th> <th>Opera</th> <th>A/c #</th> <th>Initialled</th> <th>Checked</th> <th>Dated</th> <th>Initialled</th> <th>Goldmine</th> </tr> </thead> <tbody> <tr> <td>85149</td> <td>/</td> <td>3601</td> <td>EH</td> <td>✓</td> <td>1-3-17</td> <td>ZT</td> <td>✓</td> </tr> <tr> <td>85132</td> <td>✓</td> <td>790</td> <td>KE</td> <td>✓</td> <td>28-2-17</td> <td>EH</td> <td>✓</td> </tr> <tr> <td>85085</td> <td>✓</td> <td>2265</td> <td>EH</td> <td>✓</td> <td>24-2-17</td> <td>KE</td> <td>✓</td> </tr> <tr> <td>85160</td> <td>✓</td> <td>2950</td> <td>KE</td> <td>✓</td> <td>1-3-17</td> <td>ZT</td> <td>✓</td> </tr> <tr> <td>85158</td> <td>✓</td> <td>4081</td> <td>EH</td> <td>✓</td> <td>1-3-17</td> <td>ZT</td> <td>✓</td> </tr> <tr> <td>85189</td> <td>✓</td> <td>7385</td> <td>KE</td> <td>✓</td> <td>2-3-17</td> <td>EH</td> <td>✓</td> </tr> </tbody> </table>	Order No.	Opera	A/c #	Initialled	Checked	Dated	Initialled	Goldmine	85149	/	3601	EH	✓	1-3-17	ZT	✓	85132	✓	790	KE	✓	28-2-17	EH	✓	85085	✓	2265	EH	✓	24-2-17	KE	✓	85160	✓	2950	KE	✓	1-3-17	ZT	✓	85158	✓	4081	EH	✓	1-3-17	ZT	✓	85189	✓	7385	KE	✓	2-3-17	EH	✓	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓
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Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months from Sept 16.	both our error all ok	2																																																								
Have alterations to the Order been initialled and Dated	Yes	Y																																																								
Order has correct goods scanned to it and printed		Y																																																								
Are orders awaiting despatch appropriately packaged and identified		Y																																																								
Is appropriate transport arranged		Y																																																								
Check Ex-works parcels shipping is arranged		Y																																																								
Check that the appropriate shipping documents are available for the goods		Y																																																								
Check that the delivery note is attached to the goods		Y																																																								
If more space is required for answers use the reverse of this form																																																										