

Wanted

#88845

Internal Audit Check list

Order Processing Picking Packing & Despatch

Created:	17/May 1995	Audit No 01	VM3/COP03 VOP04
Revised:	14 February 2011	Last printed 02/06/2006 02:29:00 PM	Page 1 of 1
Audit Date	9-3-11	Auditor	ISO 7.2.3B Helen Lamb BSC Hons.

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							Y				
<i>Goods scanned</i>	<i>Loggged</i>	<i>Entered</i>	<i>Goldmine</i>								
ORD	Order No.	Opera	A/c #	Initialled	EH	Checked	Dated	Initialled	Initialled	Goldmine	
85169		/	3601				1-3-17	✓	✓	✓	✓
85132		✓	790	KE	✓		28-2-17	✓	✓	✓	✓
85085		✓	2265	EH			24-2-17	✓	✓	✓	✓
85160		✓	2950	KE			1-3-17	✓	✓	✓	✓
85158		✓	9081	EH			1-3-17	✓	✓	✓	✓
85189		✓	7385	KE			2-3-17	EH	✓	✓	✓
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	X 1 Yes.						Y				
Order has correct goods scanned to it and printed											
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											