88847

VST

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

VS ORD

Intrastats / goods scanned.

Order No.	Opera	A/c #	Initialled	Checked		Dated	Initialled	Goldmine		
752	✓	VST 025	SW	✓	KE	15-2-17	✓	✓	✓	
753	✓	009	SW	✓	KE	22-2-17	✓	✓	✓	
755	✓	0006	SN	✓	SW	22-2-17	✓	✓	✓	
759	✓	011	SW	✓	KE	9-3-17	✓	✓	✓	
758	✓	001	SW	✓	ZT	6-3-17	✓	✓	✓	
724	✓	011	SW	✓	EH	19-12-16	✓	✓	✓	

Question	Y/N
Have all Queries been dealt with satisfactorily. Check number of Credit Notes last 6 months our Error 1 System Crash ᵗᵗ ᵗᵗ ᵗᵗ ᵗᵗ ᵗᵗ back to Sept 16 20 were our error. all ok.	Y 56
Have alterations to the Order been initialled and Dated	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 None at time of Audit	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	