VST

Internal Audit Check list

CONTRACT REVIEW			
Created:	17/May 1995	Audit No 02	VM3/COP03 VOP 04
Revised:	13 September 2011	Last printed 3/28/2007 12:07:00 PM	Page 1 of 1
Audit Date	4-6-15	Auditor H. LAMB	ISO

INTERNAL AUDIT CHECKLIST / QUESTIONNAIRE		
DATE:	**AUDITOR:** **Audit No 02**	**AUDIT PROCEDURE** COP's 03, 20.5

QUESTION:	**RESPONSE:**	**Y/N**
Check that all phone, enquiries are recorded in the personal diaries. Telephone log used		Y
~~Verify that the same information is added simultaneously into "Goldmine".~~		
Are replacement goods offered "Same Day" as stated?	Not done Free Next order	~~NA~~ NA
Check that ORD's originals are filed in ORD No. ~~data~~ order file		Y
Check that all current prices are retrievable from ~~"Opera"~~ & Intrastats		Y
Check that the quote, and a covering letter is ~~faxed~~ emailed to the customer, and cross referenced to the quote (on file)		NA
Verify authorisation for quotes above £1000 Have been countersigned by a director	done by SN	
Verify that the order is checked for stock availability, production and delivery times are achievable through Intrastats		Y
Check that the order is so stamped with the account No and initialled as accepted. Done as part of Audit 01		Y
~~Check that order differences are resolved prior to acceptance, and that this information is recorded in Goldmine~~ ?		
Verify that the weekly review meeting is undertaken where possible with 4 weeks being the maximum	To look at	No