

AUDIT CHECKLIST

Date of audit:			
Auditor:			
Location:			
Process:	Purchasing	ISO Clause	

REF	QUESTION	COMMENTS (including suggested changes or improvements to the system)	*A/C
1.1	How are purchases initiated? (check purchase order register and select a sample of purchase orders. NB make sure some of you sample are "Approved Suppliers")		
1.2	How are suppliers selected and where applicable, approved? (Look at selected orders from 1.1 above and check that approved supplier records eg completed questionnaires, approved register, CV's, PI etc)		
1.3	How are purchase order approved and by whom? (check your sample from 1.1 above and look at who has approved the order)		
1.4	How are purchase orders distributed? (check from sample 1.1 above and make sure distribution is as stated on the purchase order)		
1.5	How are changes to purchase orders processed? (Try to find a purchaser order which has been changed and see how it has been handled)		
1.6	How are contractors working on Company sites notified of their statutory duties? (Check records of inductions and work permits)		
1.7	How are goods and services verified as meeting purchase requirements? (check a sample of purchase orders to see if the records include a signature of receipt)		
1.8	Check sample of documents and records (Documents must have title, unique ref, revision. Record formats must have a reference number and revision. All documents and record must be registered on system)		
1.9	General (record any general issues you may feel are relevant to the audit)		

Signed: _____ **Date of report:** _____

Name (please print): _____ **Dept:** _____

NB Refer to relevant procedure to clarify any adverse issues which may arise
*A/C – Tick to indicate any areas of concern