

Audit Checklist: Purchasing

Project/System Name: _____

Project Number: _____

Auditor Name: _____

Auditor Position: _____

Signature: _____

Audit Date: _____

Previous Audit Corrective Action

		NCR Number	Audit Ref. Close Date	Proposed Action	System Improvement	Objective	Evidence
1.0	If NCR's were raised during previous audits, have these been addressed? NA						

Preferred Sub-Contractors and Material/Plant Suppliers List

		Comments	Yes	No
2.0	Have regional preferred suppliers been used for all agreements?		☐	☐
2.1	Has the Regional Purchasing Manager been consulted if a non-preferred supplier has been used?		☐	☐
2.2	Have National Supply Agreements been adhered to?		☐	☐
2.3	Has approval been received to go outside National Supply Agreements from the National Purchasing Manager?		☐	☐

Sub- Contract v Purchase Order

	Comments	Yes	No
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3.0	Have purchase orders been raised for the appropriate work? e.g. material & dry plant hire, wet plant hire & supply only.		☐	☐
3.1	Have Sub-Contractor agreements been raised for the appropriate work e.g. supply & install, impossible to incur, high risk orders?		☐	☐
3.3	Are Vendor insurances up-to-date?		☐	☐
3.4	Has Delegation of Authority been followed regarding risk/value?		☐	☐

Requisition Forms/Documents

		Comments	Yes	No
4.0	Have requisition forms been completed when updating any existing purchase order?		☐	☐
4.1	Is the Delegation of Authority in accordance with the standard?		☐	☐
4.2	Are Material and Plant Requisition forms being used?		☐	☐

Risk Management

		Comments	Yes	No
5.0	Has a documented risk assessment been conducted prior to the purchase of any plant and or equipment including chemicals?		☐	☐
5.1	Have new products SDS sheets been added to the register?		☐	☐
5.2	Have high value day hire plant been added to the BMD insurance (non-coates hire)?		☐	☐

The Purchase Order/Purchasing process

		Comments	Yes	No
6.0	Is the purchase order an exact match to the invoice & delivery docket?		☐	☐

6.1	Have all vendors been set up in Jobpac before an order is placed?		☐	☐
6.2	Have all Vendors been set up in Jobpac with the relevant information?		☐	☐
6.3	Are Vendor Product Codes incorporated in the description line?		☐	☐
6.4	Is the Vendor price library being employed?		☐	☐

Scope of Delivery and Transportation

		Comments	Yes	No
7.0	Are float and delivery charges on the P/O?		☐	☐

Compliance

		Comments	Yes	No
8.0	Have all materials supplied by the Vendor met compliance requirements?		☐	☐
8.1	Do all Vendors excavators comply with safety pin requirements?		☐	☐

Site/Administration Procurement

		Comments	Yes	No
9.0	Have site and administration overheads, inclusions and exclusions been correctly costed?		☐	☐
9.1	Are the plant/material and cost codes entered on the purchase order?		☐	☐
9.2	Have all measures been taken to avoid missed dockets?		☐	☐
9.3	Are Sub-Contractor P/O registers being kept?		☐	☐

Asset Procurement and Management

		Comments	Yes	No
10.0	Have all high value Assets been accounted for on the General Asset Register?		☐	☐
10.1	Is the transfer of Assets between regions recorded?		☐	☐
10.2	Are low value Assets on the regional small Asset register?		☐	☐

Dry Hire Damage Procedure

		Comments	Yes	No
11.0	Have incident reports been produced for damages?		☐	☐
11.1	Have photographs been taken of damages?		☐	☐

Use of Purchase Cards

		Comments	Yes	No
12.0	Are purchase cards used in accordance with the purchasing standard of \$500 per transaction?		☐	☐
12.1	Are tax invoices being submitted in the given timeframe?		☐	☐
12.2	Are statements printed off and up-to-date?		☐	☐