

Internal Audit Check list

MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	16 October 2012	Last printed 04/06/2006 10:57:00 AM	Page 1 of 2
Audit Date		Auditor	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.		
Verify that all relevant persons were present.		
Check that the review was carried out to the preset agenda.		
Is this agenda adequate?		
Check that an action plan is generated from the review.		
Check that actions are completed in a timely manner.		
Are minutes retained from the review?		
Can these minutes be accessed readily?		

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Management Review

MANAGEMENT AGENDA	Section	Sub Section
Management Meeting	0	0
Any Changes in Agenda	1	1
Turnover Report	2	1
Back Order Report	3	1
Forward Sales Order Report	4	1
Production	5	1
Requested Supplier Payments	6	1
Additional Sales Orders	7	1
Supplier Review	8	1
Customer Complaints	9	1
Production Future	9	1
Production Failures	9	2
Customer or Product Feedback	10	1
Non Conformance Issues	11	1
Supplier Review - Outstanding orders	11	2
Supplier Review - X Ref with sales orders	11	3
Supplier Review - Min / Max - Re-Orders	11	4
MDA Recalls	12	1
Supplier Review future orders	12	1
Projects	13	1
Additional Purchase Orders	13	1
Personnel Requirements and Training	14	0
Personnel Holidays and Time Adjustments	14	1
Negative Stock Report	14	1
Grants	15	1
Minimum Stock Report	15	1
Quarantine Situation	16	1
Future Reviews - Waste	16	1
Quarantine Goods in / Stock / Goods To be Returned	16	2
Quarantine Production	16	3