

Internal Audit Check list			
VANDAGRAPH SENSOR TECHNOLOGIES LTD ANALYSIS OF DATA			
Created:	17/May 1995	Audit No 23	
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Audit Date		Auditor	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.5.2	Creating and updating 7.5.2 Creating and updating When creating and updating documented information, the organization shall ensure appropriate: a) identification and description (e.g. a title, date, author, or reference number); b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic); c) review and approval for suitability and adequacy.	
VST Ltd ISO9001:2015 7.5.3	Control of documented information	
VST Ltd ISO9001:2015 8.1	Operational planning and control The organization shall plan, implement and control the processes (see 4.4) needed to meet the requirements for the provision of products and services, and to implement the actions determined in Clause 6, by: a) determining the requirements for the products and services; b) establishing criteria for: 1) the processes; 2) the acceptance of products and services; c) determining the resources needed to achieve conformity to the product and service requirements; d) implementing control of the processes in accordance with the criteria; e) determining, maintaining and retaining documented information to the extent necessary: 1) to have confidence that the processes have been carried out as planned; 2) to demonstrate the conformity of products and services to their requirements. The output of this planning shall be suitable for the organizations operations. The organization shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary. The organization shall ensure that outsourced processes are controlled (see 8.4).	

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	<u>QUESTION:</u>	<u>RESPONSE:</u>	<u>Y/N</u>
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.		
2	Check that the information register is complete and correct. Intrastats Document Index		
3	Verify that meetings take place to the required periodicity. Intrastats – Meeting – Host Meeting – Review Page		
4	Check that the correct personnel are involved in these meetings.	Roles and Responsibilities	
5	Verify that minutes are filed accordingly. Intrastats – Meeting – Host Meeting – check History and then click the Meeting Title.		
6	Do the meetings produce subsequent personnel plans of action.		
7	Are these actions followed up in a timely manner. Task ID 746. Yearly Management Review.		
8	Check that relevant information and data is collated for further presentation. Intrastats		

Sub Processes Linked to Audit

Review the below processes tasks and audits and ensure they are completed in a timely manner.