

# Internal Audit Check list

## ANALYSIS of DATA

Created:	17/May 1995	<b>Audit No 23</b>	VM3/COP VOP 15
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Audit Date		Auditor	ISO 8.4

<b><u>QUESTION:</u></b>	<b><u>RESPONSE:</u></b>	<b><u>Y/N</u></b>
Check that the information register is complete and correct.		
Verify that meetings take place to the required periodicity.		
Check that the correct personnel are involved in these meetings.		
Verify that minutes are filed accordingly.		
Do the meetings produce subsequent personnel plans of action?		
Are these actions followed up in a timely manner?		
Check that relevant information and data is collated for further presentation.		