

# Internal Audit Check list

## MANAGEMENT REVIEW

Created:	17/May 1995	<b>Audit No 18</b>	VM3/COP VOP 13
Revised:	15 August 2011	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**      DATE

### **Management Review 2005**

Management Review held March 2006

Introduction.

**Contract Review, Picking, Packing & Despatch**

**Purchasing Controls**

**Supplier Performance**

**Storage & Stock Control**

**Customer Complaints**

? complaints received since January 2005

? closed out in a timely manner

? still open –

**Product Performance**

**Calibration**

**Documentation & Records**

**Training**

**Internal Audits**

**Intrastats**

**Review of Responsibilities**

**Resources Required**

**New Products**

**New services**

**Test Equipment**

**Space**

**Training**

Production –

Export

Goods In

Warehouse -

Office

**Quality Planning and Policy**

**Advisory Notices and Recalls**

**Vigilance System & Feedback**

**Changes to CE Marked Product**

**Waste**

**WEEE**

Comments on improvements from 200?

**Any Other Business**

**Persons Present**