

Internal Audit Check list

POST MARKETING

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Audit Date		Auditor	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. (Sales and Marketing Meeting)		
Ascertain the chair of the meeting.		
Check that other relevant personnel are involved in the meeting.		
Verify that topics “1” through “14” are discussed and fully covered.		
Check that the minutes are filed accordingly.		
Does the meeting produce a subsequent personnel action plan?		
Are these actions followed up in a timely manner?		