

Internal Audit Check list

ANALYSIS of DATA

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Audit Date		Auditor	ISO 8.4

<u>QUESTION:</u>	<u>RESPONSE:</u>	<u>Y/N</u>
Check that the information register is complete and correct.	INTREGS7173	Y
Verify that meetings take place to the required periodicity.	MBR71263	Y
Check that the correct personnel are involved in these meetings.		Y
Verify that minutes are filed accordingly.		Y
Do the meetings produce subsequent personnel plans of action?	ISSUES	Y
Are these actions followed up in a timely manner?	Forwarded up automatically	Y
Check that relevant information and data is collated for further presentation.	Augment INTREGS7173	Y

