

# Internal Audit Check list

## ANALYSIS of DATA

|            |                  |                                    |                   |
|------------|------------------|------------------------------------|-------------------|
| Created:   | 17/May 1995      | <b>Audit No 23</b>                 | VM3/COP<br>VOP 15 |
| Revised:   | 12 March<br>2008 | Last printed 3/12/2008 02:10:58 PM | Page 1 of 1       |
| Audit Date |                  | Auditor                            | ISO 8.4           |

| QUESTION:  | RESPONSE:                 | Y/N |
|--|---------------------------|-----|
| Check that the information register is complete and correct.                   | INTA#57#73                | Y   |
| Verify that meetings take place to the required periodicity.                   | MBR#71#3                  | 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?                              | Followed up automatically | Y   |
| Check that relevant information and data is collated for further presentation. | AUDITOR INTA#57#73        | Y   |
|  |                           |     |
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