

Internal Audit Check list

MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	17 October 2007	Last printed 17/10/2007 12:18	Page 1 of 2
Audit Date	17/oct.	Auditor <i>DLAMB</i>	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.	<i>last Rev Aug 07</i>	<i>Y</i>
Verify that all relevant persons were present.	<i>JSL and DL</i>	<i>Y</i>
Check that the review was carried out to the preset agenda.	<i>intrastats Agenda.</i>	<i>Y</i>
Is this agenda adequate?		<i>Y</i>
Check that an action plan is generated from the review.	<i>issues</i>	<i>Y</i>
Check that actions are completed in a timely manner.	<i>Issues.</i>	<i>Y</i>
Are minutes retained from the review?	<i>intrastats</i>	<i>Y</i>
Can these minutes be accessed readily?	<i>intrastats.</i>	<i>Y</i>