

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	17/0ct.	Auditor <i>DL AMB</i>	ISO 5.6

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