

Internal Audit Check list

INTERNAL AUDITS			
Created:	17/May 1995	Audit No 17	VM3/COP13 VOP 13
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Audit Date	12/03/08	Auditor <i>JSC</i>	ISO 8.3

QUESTION:	RESPONSE:	Y/N
Verify that audits are performed independently of audit area.	<i>M-D.</i>	Y
Check that the audit programme shows every area of the system has been covered.	<i>INTAISSTS</i>	Y
Verify that checklists are used to conduct the audit.		Y
Check that sufficient objective evidence has been taken to ascertain conformance.		Y
Verify that both parties endorse the audit. ?	<i>NOT RECORDED Due to staff rotation</i>	
Check that an audit report is produced that highlights agreed corrective actions.	<i>ISSUES</i>	Y
Check that these actions have followed up in a timely manner.	<i>INTAISSTS Ø ISSUES</i>	Y
Check that the audit database and matrix, is updated.	<i>M-D. Ø continued</i>	Y
Verify that an Audit review has been undertaken.		Y

