Internal Audit Check list

INTERNAL PROCESS VERIFICATION

Created:	17/May 1995	**Audit No 20** **Sit With management and Complete this Form**	
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Audit Date	22-3-19	Auditor Helen Lamb	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 5.1.1	**General** Top management shall demonstrate leadership and commitment with respect to the quality management system by: a) taking accountability for the effectiveness of the quality management system; b) ensuring that the quality policy and quality objectives are established for the quality management system and are compatible with the context and strategic direction of the organization; c) ensuring the integration of the quality management system requirements into the organization's business processes; d) promoting the use of the process approach and risk-based thinking; e) ensuring that the resources needed for the quality management system are available; f) communicating the importance of effective quality management and of conforming to the quality management system requirements; g) ensuring that the quality management system achieves its intended results; h) engaging, directing and supporting persons to contribute to the effectiveness of the quality management system; i) promoting improvement; j) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility. NOTE Reference to "business" in this International Standard can be interpreted broadly to mean those activities that are core to the purposes of the organization's existence, whether the organization is public, private, for profit or not for profit.	Review meetings Intrastats + meetings Route map Roles + Resp. Issues Training manager Intrastats + meetings Issues Training + Reviews
VST Ltd ISO9001:2015 5.2.1	**Establishing the quality policy** Top management shall establish, implement and maintain a quality policy that: a) is appropriate to the purpose and context of the organization and supports its strategic direction; b) provides a framework for setting quality objectives; c) includes a commitment to satisfy applicable requirements; d) includes a commitment to continual improvement of the quality management system.	Route map intrastats Rolling tasks

VST Ltd ISO9001:2015 6.2.2	When planning how to achieve its quality objectives, the organization shall determine: a) what will be done; b) what resources will be required; c) who will be responsible; d) when it will be completed; e) how the results will be evaluated.	Review meetings and Issues in which targets are set and the assessed
VST Ltd ISO9001:2015 7.5.1	**General** 7.5.1 General The organization's quality management system shall include: a) documented information required by this International Standard; b) documented information determined by the organization as being necessary for the effectiveness of the quality management system. NOTE The extent of documented information for a quality management system can differ from one organization to another due to: — the size of organization and its type of activities, processes, products and services; — the complexity of processes and their interactions; — the competence of persons.	Intra stats Intrastats
Viamed Ltd ISO13485:2016 4.1.3	**Quality management system** For each quality management system process, the organization shall: a) determine criteria and methods needed to ensure that both the operation and control of these processes are effective; b) ensure the availability of resources and information necessary to support the operation and monitoring of these processes; c) implement actions necessary to achieve planned results and maintain the effectiveness of these processes; d) monitor, measure as appropriate, and analyse these processes; e) establish and maintain records needed to demonstrate conformance to this International Standard and compliance with applicable regulatory requirements (see 4.2.5).	Roles + Resp - Audits management review QA + Issues Issues management review Doc index intrastats
Viamed Ltd ISO13485:2016 4.1.4	**Quality management system** For each quality management system process, the organization shall: The organization shall manage these quality management system processes in accordance with the requirements of this International Standard and applicable regulatory requirements. Changes to be made to these processes shall be: a) evaluated for their impact on the quality management system;	management Review Route map

	b) evaluated for their impact on the medical devices produced under this quality management system c) controlled in accordance with the requirements of this International Standard and applicable regulatory requirements.	Review of Roadmap by M.D. Intrastats Doc index
Viamed Ltd ISO13485:2016 4.2.1 General	**Documentation requirements** The quality management system documentation (see 4.2.4) shall include: a) documented statements of a quality policy and quality objectives; ✓ b) a quality manual; ✓ c) documented procedures and records required by this International Standard; ✓ d) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation, and control of its processes; ✓ e) other documentation specified by applicable regulatory requirements. ✓	Doc index Doc index Doc index + tech files Doc index + tech files tech files
Viamed Ltd ISO13485:2016 4.2.2 Quality manual	**Documentation requirements** The organization shall document a quality manual that includes: a) the scope of the quality management system, including details of and justification for any exclusion or non-application; b) the documented procedures for the quality management system, or reference to them; c) a description of the interaction between the processes of the quality management system. The quality manual shall outline the structure of the documentation used in the quality management system.	Doc index Scope Doc index Intrastats
Viamed Ltd ISO13485:2016 5.1	**Management commitment** Top management shall provide evidence of its commitment to the development and implementation of the quality management system and maintenance of its effectiveness by: a) communicating to the organization the importance of meeting customer as well as applicable regulatory requirements; b) establishing the quality policy; c) ensuring that quality objectives are established; d) conducting management reviews; e) ensuring the availability of resources.	Role + Resp quality policy Doc index ✓ Intrastats man. review Board meeting.
Viamed Ltd	**Quality objectives**	

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ISO13485:2016 5.4.1	Top management shall ensure that quality objectives, including those needed to meet applicable regulatory requirements and requirements for product, are established at relevant functions and levels within the organization. The quality objectives shall be measurable and consistent with the quality policy.	Roles + Resp Audit QA
Viamed Ltd ISO13485:2016 5.4.2	**Quality management system planning** Top management shall ensure that: a) the planning of the quality management system is carried out in order to meet the requirements given in 4.1, as well as the quality objectives; b) the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.	management review
Viamed Ltd ISO13485:2016 5.5.1	**Responsibility and authority** Top management shall ensure that responsibilities and authorities are defined, documented and communicated within the organization. Top management shall document the interrelation of all personnel who manage, perform and verify work affecting quality and shall ensure the independence and authority necessary to perform these tasks.	Roles + Responsibilities organisation Chart
Viamed Ltd ISO13485:2016 5.5.2	**Management representative** Top management shall appoint a member of management who, irrespective of other responsibilities, has responsibility and authority that includes: a) ensuring that processes needed for the quality management system are documented; b) reporting to top management on the effectiveness of the quality management system and any need for improvement; c) ensuring the promotion of awareness of applicable regulatory requirements and quality management system requirements throughout the organization.	MR - Doc index Admin Board meeting + issues Intrastats. Issues + Roles + Resp.
Viamed Ltd ISO13485:2016 5.6.3	**Review output** The output from management review shall be recorded (see 4.2.5) and include the input reviewed and any decisions and actions related to: a) improvement needed to maintain the suitability, adequacy, and effectiveness of the quality management system and its processes; b) improvement of product related to customer requirements; c) changes needed to respond to applicable new or revised regulatory requirements; Issues	minutes/issues intrastats. intrastats - feed back issues Audits

	d) resource needs.	Issues
Viamed Ltd ISO13485:2016 6.1	**Provision of resources** The organization shall determine and provide the resources needed to: a) implement the quality management system and to maintain its effectiveness; b) meet applicable regulatory and customer requirements.	
Viamed Ltd ISO13485:2016 8.2.4	**Internal audit** The organization shall conduct internal audits at planned intervals to determine whether the quality management system: a) conforms to planned and documented arrangements, requirements of this International Standard, quality management system requirements established by the organization, and applicable regulatory requirements; b) is effectively implemented and maintained. The organization shall document a procedure to describe the responsibilities and requirements for planning and conducting audits and recording and reporting audit results. An audit program shall be planned, taking into consideration the status and importance of the processes and area to be audited, as well as the results of previous audits. The audit criteria, scope, interval and methods shall be defined and recorded (see 4.2.5). The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work. Records of the audits and their results, including identification of the processes and areas audited and the conclusions, shall be maintained (see 4.2.5). The management responsible for the area being audited shall ensure that any necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities shall include the verification of the actions taken and the reporting of verification results. NOTE Further information can be found in ISO 19011.	Rolys tasks + Audits issues Audit Review meeting - Annually Issues Management Review Issues.
Viamed Ltd ISO13485:2016 8.3.4	**Rework** The organization shall perform rework in accordance with documented procedures that takes into account the potential adverse effect of the rework on the product. These procedures shall undergo the	Procedures + QA Audit

	same review and approval as the original procedure. After the completion of rework, product shall be verified to ensure that it meets applicable acceptance criteria and regulatory requirements. Records of rework shall be maintained (see 4.2.5).	QA
Viamed Ltd ISO13485:2016 8.5.3	**Preventive action** The organization shall determine action to eliminate the causes of potential nonconformities in order to prevent their occurrence. Preventive actions shall be proportionate to the effects of the potential problems. The organization shall document a procedure to describe requirements for: a) determining potential nonconformities and their causes; b) evaluating the need for action to prevent occurrence of nonconformities; c) planning and documenting action needed and implementing such action, including, as appropriate, updating documentation; d) verifying that the action does not adversely affect the ability to meet applicable regulatory requirements or the safety and performance of the medical device; e) reviewing the effectiveness of the preventive action taken, as appropriate. Records of the results of any investigations and of action taken shall be maintained (see 4.2.5).	Issues + Audits Internal QA + Review meetings non conformance Review Issues Issues, QA Mangement Reviews Internals + QA

	INTERNAL PROCESS VERIFICATION A. Management System: B. Management Responsibility C. Resource Management D. Product Realisation E. Design & Development F. Product Provision G. Process Monitoring The following are questions that should be asked and answered either through Internal audits or at this meeting		

Viamed + VST

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	A - MANAGEMENT SYSTEM		
	Is the Quality Statement Policy and Objectives reviewed annually. ISO – Document Index Task ID (300). Search Issues and review.	#126669	Y
	Is the process manual up to date. ISO – Document Index Task ID (548). Search Issues and review.	#143010	Y
	Is documentation checked prior to formal approval and issue	MD only, upload.	Y
	Check that there is a system in operation for the request for amendments.	Doc Index amendment system	Y
	Verify that amendments are updated electronically and old copies archived.	Automatic	Y
	Are sales orientated records filed and archived correctly in the ORD files, in the office and archiving.		Y
	Has organisation Chart changed. VM3COP02.02 Viamed –	both updated to include DPO. VST-New chart	Y
	Has personnel responsibility descriptions changed. Roles Titles Processes and Procedures ADMIN Over View for complete list	GDPR DP officer add per	Y Both
	Check that the CE files are maintained by sole responsibility.	MD	Y

#143108 DPO missing. ~~DC Correct~~

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	Check that the Notified body is informed of major changes to Documentation.	BSI informed of Reduction of products - viamed.	
	Check that electronic documents are regularly backed up and secure off site. ISO – Document Index Task ID (452). Search Issues and review.	#142974	Y
1	Is the management system applications a series of process controls and are they in place throughout the organisation. Are processes identified and are charts produced to this effect and are copies of these charts easily accessible for use by personnel.	Intrastats, Audit 10	Y
2	Check the documented system for its policies and objectives and its control of the above processes and procedures. Is the Process Manual up to date and does it indicates the company's objectives. Are procedures are in place Are they available to all personnel Are other company documents i.e. Technical Drawings, Standards; Operators Manuals etc. also available and controlled	Intrastats, Audit 10 Roles and Responsibilities. Company Quality policy viamed + VST. Company objectives - viamed. Summary listing - VST + Doc #142956	Y
3	Are the latest revision of documents controlled by version and date status and are they easily accessible. Is the Managing Director or designate manager still giving final approval for document changes.	Intrastats, Audit 10	Y
4	Is the Managing Director or designate manager still giving final approval for document changes.		Y
5	Has the Business Continuity Plan has expired. ISO – Document Index Task 266	Reviewed 2019 both	Y
	B - MANAGEMENT RESPONSIBILITY		
6	Is Top management showing full commitment to the overall system and are communication lines in place. Manage Review Task 290	Intrastats, Director in control of QA system #142878	Y with in terms
7	Are all customer requirements defined and met.	Contract Review Audit 2	Y
8	Are all the processes and objectives, undertaken within the company, documented in intrastats and have a procedure. Is it measurable.		

	Check process for measurable ID114 Documented In Staff – Audit of Roles, titles and procedures.	#141873	Y
9	Does the person responsible for the management systems have the authority to implement actions and reports directly to top management with the need for these actions	Managing Director	Y
10	Are reviews of the management system undertaken regularly and the results and actions relayed throughout the organisation. Task 290 for weekly review #142878 ✓ Task 114 for bigger overview #141873 ✓ Task 746 for total review #135684 X not done as	Issues, Message of Day, company meetings, management meetings, Management weekly reviews Date changed #135684	Y
11	Are all required actions are undertaken in a timely ,manner and closed where appropriate.	Intrastat Issues	Y
12	Are all output requirements in such a format that verification against inputs, is applicable and appropriate. Is fitness for Purpose validated and is it measurable. Staff – Audit of Roles, titles and procedures - click into details - review Scope and Risks. To check relevance. Staff – Audit of Roles, titles and procedures check down the page for gaps in the IP 1-6 (end tick boxes)	still filling in objectives.	Y
13	Are actions recorded against verifications completed in a timely and responsible manner.	Intrastat Issues	Y
14	Are design changes recorded and all the relevant information filed in the appropriate places. No Design	Design control Audit 3 Intrastat	N/A
	C - RESOURCE MANAGEMENT		
15	Has top management established a mechanism for identifying and providing required resources, training etc.	Training Audit 8 rolling Issues	Y
16	Does this include existing and new personnel.	Training Audit 8	Y
17	Has top management identified the competency levels and attributes required for existing and new personnel.	Training Audit 8	Y
18	Is the competency of personnel monitored, verified and the appropriate records maintained	Training Audit 8 Roles	Y
19	Are personnel responsibilities defined.	Roles and Responsibilities	Y
20	Do individuals know their responsibilities, reporting and	Intrastat communication	Y

	communicating lines. Each employee has 'My Roles' Link Task 314	#139268 not completed. #143109 Sent	Y
21	Verify that all procedures, detail who is responsible for it.	Roles + Responsibilities	Y
22	Check that these responsibilities also cover personnel Health & Safety functions – Health and Safety Controller.	#137269 not completed	Y
23	Is the need for equipment, plant, services etc. identified and acted upon where necessary. office + warehouse meetings	Production meetings, management meetings Health and Safety Questionnaire.	Y
24	Has the basic working infrastructure been planned with conformity to requirements in mind.	Health & safety Audit 19	Y
25	Check validations of unknown process control criteria. Are there any unknown process.	no unknown processes	
26	Are there adequate mechanisms in place for the identification, handling etc. of product through all stages.	COP/07	Y
27	Are the controls in place, to safeguard customer property, adequate for full protection against loss damage etc.	COP/09	Y
28	Is the process for monitoring and measurement of product in place at all stages throughout the production process.	Production COPs	Y
29	Is the process for control of measuring equipment adequate for the monitoring of product verifications.	Calibration Audit 06	Y
30	Are validity processes are in place to safeguard product integrity.	Bar coding traceability	Y
	D - PRODUCT REALISATION		
31	Is the planning process for the realisation of product undertaken at the relevant stages.		N/A
32	Does planning identify documentation, testing and other such activities as required and that all appropriate records are maintained.		N/A
33	Are all customer requirements being addressed, including statutory and regulatory and that the capabilities are identified to meet those requirements.	Contract Review Audit 02	Yes but not with regards to product realisation
34	Establish that mechanisms are in place to review all customer requirements prior to any commitments by the organisation.	Contract Review Audit 02	
35	Check that there are adequate arrangements for customer communications and feedback.	Contract Review Audit 02	
36	Is collation and analysis of all relevant data determined and effective. Is corrective actions identified.	Yes but no new products	N/A
37	Are these actions completed in a timely and adequate manner and are these actions part of continual improvements.	Yes but no new products.	N/A

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38	Does the organisation have preventive measures in place to control potential non-conformities.	No new products	N/A
39	Are all the above actions are reviewed adequately.		N/A
	E - DESIGN & DEVELOPMENT		
40	Are procedures in place to ensure adequate planning of product design and that all relevant stages are identified.	Design control Audit 3	N/A
41	Are the interfaces and assignments of responsibilities identified.	Design control Audit 3	N/A
42	Are all input requirements determined. Is the documentation identified.	Design control Audit 3	N/A
43	Are all output requirements in such a format, that verification against inputs is applicable and appropriate. Is Fitness for Purpose validated.	Design control Audit 3	N/A
45	Are actions recorded against verifications completed in a timely and responsible manner.	Design control Audit 3	N/A
46	Are validation processes in place and are they determined in accordance with the relevant requirements.	Design control Audit 3	N/A
47	Are design changes recorded and all the relevant information filed in the appropriate places.	Design control Audit 3	N/A
	F - PRODUCT PROVISION		
48	Are supplier profiles adequate and appropriate for the organisation. Are they monitored, for their ability to provide the requirements, is this monitoring controlled.	Purchasing Controls (Supplier Performance) Audit 5 Due May 19	Y
49	Is all the required information necessary, forwarded to suppliers in the correct format. Is this authorised prior to order placement.	Purchasing Controls (Supplier Performance) Audit 5	Y
50	Are goods and services received correct to the requirements stipulated.	Goods Inward Audit 9	Y
51	Are the provisions available, suitable for control of production and service, including procedures and equipment etc.	Production Audit 15	Y
52	Are there adequate mechanisms in place for the identification, handling etc. of product through all stages.	Production Audit 15	Y
53	Are the controls in place to safeguard customer property adequate for full protection against loss damage etc.	Production Audit 15	Y
54	Is the process for monitoring and measurement of products in place at all stages throughout the production process.	Production Audit 15 QA	Y
5	Is the process, for control of measuring equipment, adequate for the monitoring of product verifications.	Calibration Audit 6	Y
56	Are validity processes are in place to safeguard product integrity.		Y

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	G - PROCESS MONITORING		
57	Are mechanisms are in place to monitor all relevant processes, including customer satisfaction. Are these verified against known criteria. Check process ID 114	#141873	Y
58	Are controls in place for non-conforming product and processes. Are adequate to prevent unintended uses.	Goods Inward Audit 9	Y
59	Where non-conforming product / process has been detected is appropriate action taken.	Goods Inward Audit 9	Y
60	Is collation and analysis of all relevant data determined and effective Is corrective actions identified.	Issues	Y
61	Are these actions completed in a timely and adequate manner. Are these actions part of continual improvements.		Y
62	Does the organisation have preventive measures in place to control potential non-conformities.	Goods Inward Audit 9	Y
63	Are all the above actions are reviewed adequately. Check process ID 114	Annually #141873	Y
64	Are regular analyses undertaken to identify any outstanding requirements.	Intrastats Audit Roles Titles + processes	Y
65	Are necessary changes implemented where and when required.		N/
66	Is any outsourcing done.		N
67	Check the documented system for its policies, objectives and its control of the above processes and procedures. Intrastats – document index – VM3COP00.00 / VM3COP00.01. Check documents for location of objectives and policies.	Intrastats	Y
68	Are records of inspections filed.	Audits	Y

Sub Processes Linked to Audit

Review the below processes tasks and audits and ensure they are completed in a timely manner.

Managing Director

Process Scope	Brief Description	Responsibility/Procedure/Training	Measurable Objective	#129232 Task ✓	Audit	#131312 ✓ Freq	Risk	Overall	Action
7837 - *History/Details* To Review the External Parties	Review External Parties Influencing The QMS VST	27244 VOP 02 Personnel and Responsibility , Staff and Staffing Issues, Training,	check that all interested parties have been filled in, review list.	743 Managing Director	784 Company Secretary	1	1	1	Task 12M Audit 12M

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Influencing The QMS VST / Viamed Checked the Scopes and Risks, Review the Underlining Processes and Tasks	/ Viamed	Roles and Tasks 27178 VOP 13 Process Monitoring, System Reviews, Audits, Management Review, Analysis Data	Check they have applies to ticked.					
7845 - *History/Details* Determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services.	7.1.4 Environment Of Operations	22221 Staff questions relating to working environment 23527 VOP 12 Training	745 #128916 Managing Director	1	1	1		Task 12M
7846 - *History/Details* To Comply with Top Level Re-authorise the Current Audits for next 12 Months Cover the Agenda as Per VOP13	ISO System Management Review	27178 VOP 13 Process Monitoring, System Reviews, Audits, Management Review, Analysis Data 24451 Management Review Blank Minutes 20xx	746 #135684 in terms ✓ Managing Director	1	1	1		Task 12M
7848 - *History/Details* To Review the Scope of the ISO 9001 / ISO 13485 Standards	Review ISO Scopes	27274 Viamed ISO 13485:2016 Scope 22291 Viamed ISO 9001:2015 Scope 24442 VST ISO 9001:2015 Scope 27244 VOP 02 Personnel and Responsibility ,	749 #129001 Managing Director	1	1	1		Task 12M

		Staff and Staffing Issues, Training, Roles and Tasks 27178 VOP 13 Process Monitoring, System Reviews, Audits, Management Review, Analysis Data						
7871 ***- History/Details*** To review the Exclusions / boundaries to ISO 13485:2016 for Viamed	Review Exclusion From Viamed 13485:2016 And VST 9001:2015	22838 VM3COP02.01 Exclusions to Viamed ISO13485:2016 boundaries of ISO	790 Managing Director #12536	1	1	1	Task 12M	

ISO Controller

Process Scope	Brief Description	Responsibility/Procedure/Training	Measurable Objective	Task	Audit	Freq	Risk	Overall	Action
6866 ***- History/Details*** Review the Internal Process and Verification`s are suitable for the current standards	Internal Process Verification Complete Systems Review	8948 Internal process verification 27178 VOP 13 Process Monitoring, System Reviews, Audits, Management Review, Analysis Data		55 Managing Director #12923		1	1	1	Task 12M
7827 ***- History/Details*** To review the Quality policy and check it is still valid and upto date.	Review The Quality Policy VST	22062 VM3COP00.00 VST Quality Statement policy and objectives 27438 VOP 01 Documentation / Records - Control, Creation, Storage, Retrieval and Revision control		301 Managing Director #126671		1	1	1	Task 12M

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7828 ***- History/Details*** To review the Quality policy and check it is still valid and upto date.	Review The Quality Policy Viamed	22684 VM3COP00.00 Viamed Quality Statement policy and objectives 27438 VOP 01 Documentation / Records - Control, Creation, Storage, Retrieval and Revision control	723 #126718 Managing Director	1	1	1		Task 12M

IT Controller

Process Scope	Brief Description	Responsibility/Procedure/Training	Measurable Objective	Task	Audit	Freq	Risk	Overall	Action
7701 ***- History/Details*** Amazon Web Services, is an online service, which basically simply provides a Linux PC out on the Web. Viamed uses this, for Web development of Websites: It hosts a working backup of many websites. Viamed / vst / vandagraph etc..	AWS Amazon Web Services	16949 VM3COP27.15 Amazon Web Services Invoice Pickup 23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment		511 #139701 ✓ Managing Director		3	1	3	Task 1M
7755 ***- History/Details*** To Send Invoice for online services to Helen	Fast Hosts Invoice	23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment		597 #139524 ✓ Managing Director		3	1	3	Task 1M
7832 ***- History/Details*** Backup of all Sent Emails sent to External	Cleardown Emailed Invoices	23322 VOP 11 Equipment Control, Office, Warehouse, Pcs and Equipment	Emails out get copied to a Holding Email box, Checking the last two	731 #140644 ✓ Managing Director		4	1	4	Task 2W

Address for Verification			Invoices have the correct Invoice Attached.						
7850 - *History/Details* Test the Goods out process disabling picking of items not relating to an order	Software Validation Scan In Correct Product	27248 VOP 27 Software Validation	Ensure the Task is being carried out, and is confirmed to be working	752 Goods Out	753 Managing Director	3	2	6	Task 3M Audit 12M
7851 - *History/Details* To test intrastats does not allow picking of unprocessed products to live customer orders	Software Validation Scan Un-QA Product To Order	27248 VOP 27 Software Validation		754 Goods Out	755 Managing Director	3	4	12	Task 6M Audit 12M
7852 - *History/Details* To attempt to Scan a product that has gone past its expire date.	Software Validation Expired Stock	27248 VOP 27 Software Validation		756 Goods Out	757 Managing Director	3	2	6	Task 12M Audit 6M
7853 - *History/Details* Warehouse shelfs can be tagged as sellable stock / unsellable stock. Either for quarantine purposes or holding items for other customer orders. Test that Order picking cannot pick unsellable	Software Validation Non Sell Able Shelf	27248 VOP 27 Software Validation		759 Goods Out	760 Managing Director	3	3	9	Task 12M Audit 12M

stock locations to an Order									
7854 - *History/Details* Software Validation of the production lists. By confirming no extra production jobs are stuck in the system, and all listed production jobs are found. the production tracking is validated	Software Validation In Production List	27248 VOP 27 Software Validation	#135200 ✓ #131324 ✓	761 Goods In	762 Managing Director	2	2	4	Task 3M Audit 6M
7855 - *History/Details* Software Validation - Production Lists Review the current active production lists inintrastats to the actual in progress production lists	Software Validation - Production Lists	27248 VOP 27 Software Validation	#135200 ✓ #131324 ✓	761 Goods In	762 Managing Director	2	2	4	Task 3M Audit 6M
7856 - *History/Details* To check order picking cannot pick against an unchecked order	Software Validation Unchecked Orders	27248 VOP 27 Software Validation	#135201 ✓ #131325 ✓	764 Office Processes	765 Managing Director	2	2	4	Task 12M Audit 12M
7857 - *History/Details* To confirm Software Validation Stock Tracking Check, is functioning as	Software Validation Stock Tracking Check	27248 VOP 27 Software Validation	A random shelf will be selected. Please print the screen and tick off the items expected on the shelf. List any items extra	763 Goods In		2	1	2	Task 6M

expected			found on the shelf	#133394					
7858 ***- History/Details*** Test the QA System that Staff not trained for QA are unable to QA a Product.	Software Validation Attempt To QA Some Stock	27248 VOP 27 Software Validation		766 Office Processes ✓		3	3	9	Task 6M
7861 ***- History/Details*** Software Validating Of Training Documents via Forced Required Reading	Software Validation Of Training Documents Forced Reading	27248 VOP 27 Software Validation		#129550 ✓ 768 Managing Director		1	2	2	Task 12M
7865 ***- History/Details*** Software Validiation of the system: To check all process(s) tasks and audits are not clashed with the same person doing the Task as the Audit.	Software Validation Conflicting Audits	27248 VOP 27 Software Validation		#129792 ✓ 779 Managing Director	#130254 ✓ 781 Managing Director	1	1	1	Task 12M Audit 12M
7870 ***- History/Details*** Scope to check the automatic system of tagging product non conformance and other issues to the post market surveillance review report.	Software Validation Non Conformance Product Risk Feedback Loop	27248 VOP 27 Software Validation		#130316 ✓ 789 Managing Director		1	1	1	Task 12M
7875 ***- History/Detail***	Software Validation	27248 VOP 27 Software		#130699 ✓ 802 Managing	#130327 ✓ 803 Company	1	1	1	Task 6M

7878 - *History/Details* To test document control is working as intended.	Document Control	Validation	Director	Secretary					Audit 12M
7879 - *History/Details* To check the Scheduled Tasks and Audits is working as Intended. To also Check the Out of Date documents is working as Intended.	Software Validation Scheduled Tasks And Audits	26760 Software Validation Rollings Tasks and Audits 27178 VOP 13 Process Monitoring, System Reviews, Audits, Management Review, Analysis Data 27248 VOP 27 Software Validation	808 Managing Director	809 Company Secretary	1	4	4		Task 36M Audit 6M
7880 - *History/Details* To confirm the out of documents computer software functions as expected flagging out of date items on to the list	Software Validation Out Of Date Documents	27248 VOP 27 Software Validation	808 Managing Director	809 Company Secretary	1	1	1		Task 36M Audit 6M
7881 - *History/Details* To compare Opera Live Orders to Intrastats Back order Active List	Software Validation - Live Orders	27248 VOP 27 Software Validation	810 Managing Director		1	3	3		Task 12M

Audits

Process Scope	Brief Description	Responsibility/Procedure/Training	Measurable Objective	Task	Audit	Freq	Risk	Overall	Action
7723 - *History/Detail*	Audit 10b Process	27178 VOP 13 Process			3 Company	1	2	2	

Internal Audit Check list			
INTERNAL PROCESS VERIFICATION			
Created:	17/May 1995	**Audit No 20** **Sit With management and Complete this Form**	
Revised:	21 December 2018		Page 20 of 20
Audit Date		Auditor	

s To carry out Audit 10b Process Verification Viamed Now Defunct - See Audit 20	Verification Viamed	Monitoring, System Reviews, Audits, Management Review, Analysis Data	Secretary					
7730 ***- History/Details*** To carry out Audit 20 Process Verification To Management Viamed	Audit 20 Process Verification To Managment Viamed	27178 VOP 13 Process Monitoring, System Reviews, Audits, Management Review, Analysis Data	172 Company Secretary	1	2	2		Audit 12M
7771 ***- History/Details*** To carry out Audit 10b Process Verification VST Now Defunct - See Audit 20	Audit 10b Process Verification VST	27178 VOP 13 Process Monitoring, System Reviews, Audits, Management Review, Analysis Data	177 Company Secretary	1	2	2		
7778 ***- History/Details*** To carry out Audit 20 Process Verification To Management VST	Audit 20 Process Verification To Managment VST	27178 VOP 13 Process Monitoring, System Reviews, Audits, Management Review, Analysis Data	181 Company Secretary	1	2	2		Audit 12M

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No Issues.

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