

Internal Audit Check list

MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	29 October 2008	Last printed 29/10/2008 01:56:49 PM	Page 1 of 2
Audit Date	29/10/08	Auditor <i>D. Hart</i>	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.	<i>monthly/ Bi-monthly</i>	<i>Y</i>
Verify that all relevant persons were present.	<i>N/A DUE to SYSTEM</i>	<i>Y</i>
Check that the review was carried out to the preset agenda.		<i>Y</i>
Is this agenda adequate?		<i>Y</i>
Check that an action plan is generated from the review.		<i>Y</i>
Check that actions are completed in a timely manner.		<i>Y</i>
Are minutes retained from the review?		<i>Y</i>
Can these minutes be accessed readily?		<i>Y</i>