

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>[Signature]</i>	ISO 5.6

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