

Internal Audit Check list

POST MARKETING

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Audit Date	19/8/09	Auditor <i>D. L. L.</i>	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. <i>* Name meeting</i>		<i>N *</i>
Ascertain the chair of the meeting.	<i>intra staffs</i>	<i>Y</i>
Check that other relevant personnel are involved in the meeting.	<i>intra staffs</i>	<i>Y</i>
Verify that topics "1" through "14" are discussed and fully covered.		<i>Y</i>
Check that the minutes are filed accordingly.	<i>Auto</i>	<i>Y</i>
Does the meeting produce a subsequent personnel action plan?	<i>Auto issues</i>	<i>Y</i>
Are these actions followed up in a timely manner?		<i>Y</i>

**1 Need to Name meeting
sales & marketing*

**2 see issue 20260*