

# Internal Audit Check list

## POST MARKETING

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Audit Date	19/8/09	Auditor <i>D. L. S.</i>	Page 1 of 1
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QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. <i>* name meeting</i>		<i>N *</i>
Ascertain the chair of the meeting.	<i>intrastabs</i>	<i>Y</i>
Check that other relevant personnel are involved in the meeting.	<i>intrastabs</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*