

Internal Audit Check list

CE Files

Created:	17/May 1995	Audit No 12	VM3/COP VOP01
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Audit Date	19/8/09	Auditor <i>Deon</i>	ISO

Paper files are becoming obsolete as electronic documentation supersedes them.
 All CE Technical files should be in Intrastats Documentation centre.
 All Archive electronic & scanned documents are stored electronically in Paperport
 All Archive paper documents are in Paper CE Files.
 Any documents missing from Intrastats can be found in Paperport or hard copy files.
 Emails can be found in Goldmine and documentation in Intrastats

Question	Y/N	Response/Answer
Check and list current CE Files in : Intrastats;		
Does it agree with products being sold requiring CE File	<i>Y</i>	
Do all Products have a CE File		
Check Cross reference in Intrastats :Family Types		
Are all the Products present	<i>Y</i>	
Do all files contain the Basic information required		
Are there any Red areas		
Are MDA guidelines are available for classification information. Library and electronically	<i>Y</i>	
Check that form RG2 has been completed and submitted to MDA for any Class I products	<i>Y</i>	
Check that the files classification information for Canada is in their required format.	<i>Y</i>	
Have there been any product changes since the last Audit	<i>NA</i>	
Have Risk assessments been completed on change	<i>Y</i>	
Have there been any classification changes	<i>No</i>	
Any new accessories.	<i>/</i>	
Any label changes	<i>/</i>	
Any User information changes	<i>✓</i>	
Any sales leaflet changes	<i>-</i>	<i>Lots Auto filled via intrastats</i>
Any Data sheet changes	<i>WIP</i>	
Any maintenance or service manual changes	<i>-</i>	<i>Auto update.</i>
Any other major changes effecting CE Files	<i>✓</i>	