Internal Audit Check list

ANALYSIS of DATA

Created:	17/May 1995	Audit No 23		VM3/COP
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Audit Date	19/8/09	Auditor _DLJ_		ISO 8.4

QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	Doc Index	Y
Verify that meetings take place to the required periodicity.	intrastats Logs	Y
Check that the correct personnel are involved in these meetings.	intrastats Logs	Y
Verify that minutes are filed accordingly.	intrastats Logs	Y
Do the meetings produce subsequent personnel plans of action?	intrastats issues	Y
Are these actions followed up in a timely manner?	·L	Y
Check that relevant information and data is collated for further presentation.	intra Stats	Y
*1		

*1   Audit is irrellenant as Automated in intra Stats.