

Internal Audit Check list

MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	03 November 2009	Last printed 03/11/2009 09:31:20 AM	Page 1 of 2
Audit Date	03/11/09	Auditor	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely. <i>management meeting Review date 19 oct 23 sep 20 may 15 Jun</i>		Y
Verify that all relevant persons were present.		Y
Check that the review was carried out to the preset agenda. <i>See Attached</i>		Y
Is this agenda adequate? <i>Yes</i>		Y
Check that an action plan is generated from the review. <i>Issues</i>		Y
Check that actions are completed in a timely manner. <i>Issues</i>		Y
Are minutes retained from the review? <i>Y see attached</i>		Y
Can these minutes be accessed readily? <i>Y see attached</i>		Y

Derek Lamb 30 Outstanding Issues | Opera Imported 02/Nov/2009 | Out of the Office: Catherine Spence, Jonathan Connor, Michael Green,



Showing minutes for :

Held on 19 Oct 2009 09:10:14

(1.1) Any Changes in Agenda Agenda Section Reviewed All Outstanding Issues Read

(22.1) Calibration / P.A.T. Agenda Section Reviewed All Outstanding Issues Read

(23.0) BSI Audits Agenda Section Reviewed All Outstanding Issues Read

(3.1) Back Order Report Agenda Section Reviewed All Outstanding Issues Read

(13.1) Projects Agenda Section Reviewed All Outstanding Issues Read

(11.1) Non Conformance Issues Agenda Section Reviewed All Outstanding Issues Read

(26.1) CE Files Review Agenda Section Reviewed All Outstanding Issues Read

(27.1) EN Standards up to date Agenda Section Reviewed All Outstanding Issues Read

(28.1) BSI Standards up to date Agenda Section Reviewed All Outstanding Issues Read

(30.1) General Maintenance Requirements Agenda Section Reviewed All Outstanding Issues Read

(18.3) Review Accident Book Agenda Section Reviewed All Outstanding Issues Read

(18.3) Review Accident Book Actions Created / Updated:

21329	Notes	Completion Notes
Issued To: General	19 Oct 2009 Derek Lamb	
Created: 19 Oct 2009		
Completed: 19 Oct 2009		
Stock Ref:		
Opera A/c:		
Order #		

(29.1) General Issues Agenda Section Reviewed All Outstanding Issues Read

(24.1) Internal Process Verification Agenda Section Reviewed All Outstanding Issues Read

(9.1) Customer Complaints Agenda Section Reviewed All Outstanding Issues Read

(10.1) Customer or Product Feedback Agenda Section Reviewed All Outstanding Issues Read

(0.0) Management Meeting Agenda Section Reviewed All Outstanding Issues Read

(12.1) MDA Recalls Agenda Section Reviewed All Outstanding Issues Read

(16.1) Future Reviews - Waste Agenda Section Reviewed All Outstanding Issues Read

(14.0) Personnel Requirements and Training Agenda Section Reviewed All Outstanding Issues Read

(31.1) Passwords Codes other Private information Agenda Section Reviewed All Outstanding Issues Read

(17.2) Future Reviews - First Aid Agenda Section Reviewed All Outstanding Issues Read

(15.1) Grants Agenda Section Reviewed All Outstanding Issues Read

(32.1) Issues for Accountants Agenda Section Reviewed All Outstanding Issues Read

(19.4) Future Reviews - Internal Audits Agenda Section Reviewed All Outstanding Issues Read

(6.1) Requested Supplier Payments Agenda Section Reviewed All Outstanding Issues Read

(20.5) Future Reviews - Risk Assessment HSE Actions Created / Updated:

	Notes	Completion Notes
21097 Issued To:Derek Lamb Created: 05 Oct 2009 Completed 19 Oct 2009 Stock Ref: Opera A/c: Order #	System Generated Please Test the Fire Alarm 05 Oct 2009 helen lamb Next Action Changed From Helen Lamb To Derek Lamb	Alarm was tested August

(20.5) Future Reviews - Risk Assessment HSE Agenda Section Reviewed All Outstanding Issues Read

(21.6) Review Weekly Meeting Agenda Section Reviewed All Outstanding Issues Read

(25.1) Other Actions Created / Updated:

	Notes	Completion Notes
21088 Issued To:Derek Lamb Created: 02 Oct 2009 Completed 19 Oct 2009 Stock Ref: Opera A/c: Order #	Added by steve nixon sent to Derek Lamb I mentioned to Cathy that I wanted Johnathan to start the returns and that to start with BPM, yesterday she went ahead and did this by herself.	

This morning I have told her that I will start him off with the returns to Maxtec. Need to investigate further, but the majority seem to go back to at least 14 May and 4 sensors go back to Kelli's time - 28 March 2008.

Can we discuss the alerts to Johnathan i.e. Perhaps make specific to each company

Once a week check if any new

returns need an RMA.

Once a month send all that months
RMAs back to Maxtec.

(25.1) Other Actions Created / Updated

	Notes	Completion Notes
21152		
Issued To: Derek Lamb	Added by steve nixon sent to Derek Lamb	
Created: 07 Oct 2009		
Completed 19 Oct		
2009		
Stock Ref:	It is worthwhile for everyone to attend this short training course.	
Opera A/c:		
Order #		
	08 Oct 2009 Derek Lamb	
	ok cheers	

(25.1) Other Actions Created / Updated

	Notes	Completion Notes
21153		
Issued To: John Lamb	Copy Issue Main Issue #21152	
Created: 07 Oct 2009	Added by steve nixon sent to Derek Lamb	
Completed 19 Oct		
2009		
Stock Ref:	It is worthwhile for everyone to attend this short training course.	
Opera A/c:		
Order #		
	09 Oct 2009 John Lombok	

(25.1) Other Agenda Section Reviewed All Outstanding Issues Read

(4.1) Forward Sales Order Report Agenda Section Reviewed All Outstanding Issues Read

(33.0) Minutes From Various Meetings Agenda Section Reviewed All Outstanding Issues Read

(28.2) CMDCAS Standards up to date Agenda Section Reviewed All Outstanding Issues Read

(2.1) Turnover Report Actions Created / Updated

	Notes	Completion Notes
21069		
Issued To: Helen Lamb	System Generated	
Created: 01 Oct 2009	Debtor Figures as Per Intrastat	
Completed 19 Oct	Report	
2009		
Stock Ref:	Copy into Email Send to Bank Manager.	
Opera A/c:		
Order #		
	01 Oct 2009 helen lamb	

(2.1) Turnover Report Actions Created / Updated

	Notes	Completion Notes
21086		
Issued To: Helen Lamb	System Generated	
Created: 02 Oct 2009		
Completed 19 Oct	Debtors and Creditors Figures	

2009 Need filling in in intrastats
Stock Ref:
Opera A/c:
Order # 05 Oct 2009 helen lamb

(2.1) Turnover Report Agenda Section Reviewed All Outstanding Issues Read

(34.1) Members Objections To Meeting Agenda Section Reviewed All Outstanding Issues Read

(5.1) Production Agenda Section Reviewed All Outstanding Issues Read

(7.1) Additional Sales Orders Agenda Section Reviewed All Outstanding Issues Read