

Internal Audit Check list

SALES AND MARKETING

Created:	23/OCT/17	Audit 16	
Revised:	14 September 2022		Page 1 of 6
Audit Date	14-9-22	Auditor Helen Lamb	

VST

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 5.1.2	Customer focus 5.1.2 Customer focus Top management shall demonstrate leadership and commitment with respect to customer focus by ensuring that: a) customer and applicable statutory and regulatory requirements are determined, understood and consistently met; b) the risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed; c) the focus on enhancing customer satisfaction is maintained.	Management Renew procedures PMS QA Renewals External parties
VST Ltd ISO9001:2015 8.2.2	Determining the requirements for products and services When determining the requirements for the products and services to be offered to customers, the organization shall ensure that: a) the requirements for the products and services are defined, including: 1) any applicable statutory and regulatory requirements; 2) those considered necessary by the organization; b) the organization can meet the claims for the products and services it offers.	Doc index Route map management Renew marketing index Roles + tasks
Viamed Ltd ISO13485:2016 5.2	Customer focus Top management shall ensure that customer requirements and applicable regulatory requirements are determined and met.	/
Viamed Ltd ISO13485:2016 7.2.1	Determination of requirements related to product The organization shall determine: a) requirements specified by the customer, including the requirements for delivery and postdelivery activities; b) requirements not stated by the customer but necessary for specified or intended use, as known; c) applicable regulatory requirements related to the product; d) any user training needed to ensure specified performance and safe use of the medical device; e) any additional requirements determined by the organization	/
Viamed Ltd ISO13485:2016 7.2.3	Communication The organization shall plan and document arrangements for communicating with customers in relation to: a) product information; b) enquiries, contracts or order handling, including amendments; c) customer feedback, including complaints; d) advisory notices. The organization shall communicate with regulatory authorities in accordance with applicable regulatory requirements.	/

	<u>QUESTION:</u>	<u>RESPONSE</u>	<u>Y/N</u>
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.		Y
2	Are meetings carried out regularly. Go to Host meeting and check the last meeting.		

List Processes Per Title

IT Controller					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 7916 To check the webmaster tools to see our websites from googles point of view. fix any errors it may flag up	919 Managing Director 269129 ✓		Freq 1 Risk 1 Overall 11	Task 1M	
Marketing Controller					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 5886 Report generate to give a idea of the current and future sales and marketing.	386	387 Managi ng Directo r 271591 ✓	Freq 3 Risk 1 Overall 13	Audit 3M	
Sales Controller					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 5884 Report generate to give a idea of the current and future sales and marketing.	388 Director 3 (Steve) 271207 ✓ + in long	387 Managi ng Directo r 271591 ✓	Freq 3 Risk 1 Overall 13	Task 1M Audit 3M	
PROCESSID 7909 To update the online GTIN / EAN13 databases of stock descriptions for peppol use	893 Managing Director 271076 ✓	894 Market ing Process es 267647 ✓	Freq 1 Risk 1 Overall 11	Task 1M Audit 6M	
PROCESSID 7931	960		Freq 1	Task	

269026 ✓

Review any Logged Competitor Pricing	Managing Director		Risk 1 Overall 1 1	1M	
PROCESSID 7949 Send Current Sales Project List to Relevant sales members	1029 Managing Director	1030 Office Process es	Freq 1 Risk 1 Overall 1 1	Task 1M Audit 3M	
EX Sales Controller					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 5873 To check through list of export distributors	204 EX Sales Controller	379 Managing Director	Freq 3 Risk 1 Overall 1 3	Task 1M Audit 3M	
PROCESSID 5885 Report generate to give a idea of the current and future sales and marketing.	385 EX Sales Controller	387 Managing Director	Freq 3 Risk 1 Overall 1 3	Task 1M Audit 3M	
UK Sales Controller					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 5883 Report generate to give a idea of the current and future sales.	384 UK Sales Controller	387 Managing Director	Freq 3 Risk 1 Overall 1 3	Task 1M Audit 3M	
PROCESSID 6888 Report generate to give a idea of the current and future sales.	384 UK Sales Controller	387 Managing Director	Freq 2 Risk 1 Overall 1 2	Task 1M Audit 3M	
PROCESSID 6898 To review the GHX Web Pricing	365		Freq 1 Risk 2 Overall 1 2		
PROCESSID 7920 To review Sales warning pages, highlights dropping in sales	57 UK Sales Controller	271864 x in terms	Freq 1 Risk 1 Overall 1 1	Task 1M	
PROCESSID 7927 To check Contract prices are still valid and within date	944 Marketing Processes	945 UK Sales Control	Freq 1 Risk 1 Overall 1 1	Task 1M Audit 3M	

		ler			
EX Sales Force					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 7926 Sales forecasts	58 EX Sales Controller <i>271 865</i> <i>credit chased</i> <i>+</i>		Freq 1 Risk 1 Overall 1 1	Task 1M	
Audits					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 7959 Audit to include Sales and Marketing Functions	1056 Company Secretary <i>270 627</i> <i>+</i>		Freq 1 Risk 1 Overall 1 1	Audit 12M	<i>named</i>
PROCESSID 7960 Audit for Sales and Marketing	1057 Company Secretary <i>270 602</i> <i>+</i>		Freq 1 Risk 1 Overall 1 1	Task 12M	<i>This Audit</i>
Accounts Processes					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 7921 To calculate, sales of the Oxygen Sensor Bags and the grey sensor housing, This is no longer relevant as Envitec purchase the parts and have adjusted sensor prices to us	931		Freq 1 Risk 1 Overall 1 1		
Office Processes					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 19 Ensure required leaflets are in stock	<i>271 622</i> ✓ 538 Marketing Processes	539 Goods Out <i>270 622</i> <i>✓</i>	Freq 2 Risk 1 Overall 1 1	Task 1W Audit 1M	
PROCESSID 20 Ensuring mail shots are printed and sent	<i>271 594</i> ✓ 402 Marketing Processes	403 Compa ny Secreta ry <i>26 9353</i> <i>✓</i>	Freq 1 Risk 1 Overall 1 1	Task 1W Audit 1M	
PROCESSID 21 Ensuring office job list is being updated and completed	570 Marketing	534 Managi	Freq 2 Risk 1	Task 1W	

271 868
✓
269 934
✓

	Processes	ng Directo r	Overall 1 2	Audit 1M	
PROCESSID 7925 Providing Feedback to ebay customers 27103 ✓	939 Office Processes	940 Market ing Process es	Freq 1 Risk 1 Overall 1 1	Task 1W Audit 1M ✓	
PROCESSID 7947 There should be at least two sets of orders on the system. Sales orders from JJ-CCR for this current month and next month, as well as the corresponding production orders. If there are just two orders, send a VST email to Jan Petersen (jp@jj-ccr.com) at JJ-CCR asking if he wishes to place any additional orders for subsequent months. We should be aiming for at least 2 to 4 scheduled orders on the system at any one time.	1026 Office Processes	1027 Directo r 3 (Steve)	Freq 1 Risk 1 Overall 1 1	Task 1M Audit 3M	
PROCESSID 7948 8010006 – rEvo oxygen sensor orders There should be at least two sets of orders on the system. Sales orders from r-Evo for this current month and next month, as well as the corresponding production orders. If there are just two orders, send a VST email to Pieter Decoene (Pieter@revo-rebreathers.com) at rEvo asking if he wishes to place any additional orders for subsequent months. We should be aiming for at least 2 to 4 scheduled orders on the system at any one time.	1028 Office Processes		Freq 1 Risk 1 Overall 1 1	Task 1M	
PROCESSID 7950 Envitec oxygen sensor parts stock check Check to see whether in the past 6 weeks Envitec (Honeywell) have ordered any parts to used in the production of 8010004 R17JJ-CCR oxygen sensors. If no sales orders have been processed, please send a reminder email to: Felix.Krellenberg@honeywell.com cc. Jessica.Wagner@honeywell.com	1031 Director 3 (Steve)	1032 Managi ng Directo r	Freq 1 Risk 1 Overall 1 1	Task 1M Audit 3M	

Marketing Processes					
Process Scope	Roll Task	Roll Audit	Risk	Action	Referenced in Document
PROCESSID 40 To start the next years calendar.	41 Marketing Processes		Freq 1 Risk 2 Overall 12	Task 12M	
PROCESSID 5870 Book our place at Arab Health if we decided on going	196 Director 3 (Steve)		Freq 1 Risk 1 Overall 11	Task 12M	

270500
261 818
over due
chased
p