

Internal Audit Check list

POST MARKETING

Created:	17/May 1995	Audit No 22	VM3/COP18 VOP
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Audit Date	26/10/11	Auditor	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. (Sales and Marketing Meeting)	24/Sept 10 October	Y
Ascertain the chair of the meeting.	Deek	Y
Check that other relevant personnel are involved in the meeting.	N/A	Y
Verify that topics "1" through "14" are discussed and fully covered.		Y
Check that the minutes are filed accordingly.	AUTO issues	Y
Does the meeting produce a subsequent personnel action plan?	AUTO issues	Y
Are these actions followed up in a timely manner?		Y