

Internal Audit Check list

ANALYSIS of DATA

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Audit Date		Auditor	ISO 8.4

QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	Auto	Y
Verify that meetings take place to the required periodicity.		Y
Check that the correct personnel are involved in these meetings.		Y
Verify that minutes are filed accordingly.	Auto	Y
Do the meetings produce subsequent personnel plans of action?	Issues	Y
Are these actions followed up in a timely manner?		Y
Check that relevant information and data is collated for further presentation.	intrastructures	