

Internal Audit Check list

ANALYSIS of DATA

Created:	17/May 1995	Audit No 23	VM3/COP VOP 15
Revised:	13 September 2011	Last printed 6/4/2006 12:17:00 PM	Page 1 of 1
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.		✓
Check that the correct personnel are involved in these meetings.		✓
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.	invoStakes	