Internal Audit Check list

INTERNAL AUDITS

Created:	17/May 1995	**Audit No 17**	
Revised:	19 December 2023		Page 1 of 3
		Helen Lamb	
Audit Date 19-12-23		Auditor *Derek Lamb*	

V ST

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 9.2.1	The organization shall conduct internal audits at planned intervals to provide information on whether the quality management system: a) conforms to: 1) the organization's own requirements for its quality management system; 2) the requirements of this International Standard; b) is effectively implemented and maintained.	*Doc index Audit calendar Rate map management review*
Viamed Ltd ISO13485:2016 8.2.4	**Internal audit** The organization shall conduct internal audits at planned intervals to determine whether the quality management system: a) conforms to planned and documented arrangements, requirements of this International Standard, quality management system requirements established by the organization, and applicable regulatory requirements; b) is effectively implemented and maintained. The organization shall document a procedure to describe the responsibilities and requirements for planning and conducting audits and recording and reporting audit results. An audit program shall be planned, taking into consideration the status and importance of the processes and area to be audited, as well as the results of previous audits. The audit criteria, scope, interval and methods shall be defined and recorded (see 4.2.5). The selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work. Records of the audits and their results, including identification of the processes and areas audited and the conclusions, shall be maintained (see 4.2.5). The management responsible for the area being audited shall ensure that any necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities shall include the verification of the actions taken and the reporting of verification results. NOTE Further information can be found in ISO 19011.	*Doc index Reg reading*

V ST

QUESTION:	RESPONSE:	Y/N
Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.		
Verify that audits are performed independently of audit area.		Y
Check that the audit programme shows every area of the system has been covered. Intrastats → ISO → Document index File Groups → Processes to Audits VOPs.		Y
Verify that checklists are used to conduct the audit.		Y
Verify that area processes have been updated for the current year and are on the bottom of each audits.		Y
Check that sufficient objective evidence has been taken to ascertain conformance.		Y
Check that an audit report issue is produced that highlights agreed corrective actions.	Issues	Y
Check that these actions have followed up in a timely manner.		Y
Check that the audit database and matrix, is updated. (route map to ISO standard, link to QC 17 Cross reference)		Y
Verify that an Audit review has been undertaken. (Audit 21) Audit Can't be done until this Audit is completed		N/A

Sub Processes Linked to Audit 17
Review the below processes tasks and audits and ensure they are completed in a timely manner.

List Processes Per Title

Managing Director					
Process Scope	**Roll Task**	**Roll Audit**	**Risk**	**Action**	**Referenced in Document**
PROCESSID 7972 To Comply with Top Level Re-authorise the Current Audits for next 12 Months	1094 Managing Director 310635 Issue 316128 Sent		Freq 1 Risk 1 Overall 1	Task 12M	

Cover the Agenda as Per VOP13					
Audits					
Process Scope	**Roll Task**	**Roll Audit**	**Risk**	**Action**	Referenced in Document
PROCESSID **7728** To carry out Audit 17 Internal Audits Viamed	Viamed Audit 299476	11 Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M	
PROCESSID **7776** To carry out Audit 17 Internal Audits VST	VST Audit	191 Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M	

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