

Internal Audit Check list

MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	15 August 2011	Last printed 04/06/2006 10:57:00 AM	Page 1 of 2
Audit Date		Auditor	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.	to get 8 Aug 14 march	Y
Verify that all relevant persons were present.	N/A	Y
Check that the review was carried out to the preset agenda.		Y
Is this agenda adequate?		Y
Check that an action plan is generated from the review.	Action issues	Y
Check that actions are completed in a timely manner.	Issue Log	Y
Are minutes retained from the review?		Y
Can these minutes be accessed readily?		Y
SEE ATTACHED SHEET for AGENDA		

Management Meeting Agenda As At 01 Nov 2011 Meeting ID:1

Section Heading

- (0.0) Management Meeting
- (1.1) Any Changes in Agenda
- (2.1) Turnover Report
- (3.1) Back Order Report
- (4.1) Forward Sales Order Report
- (5.1) Production -> Submeeting (280)
- (6.1) Requested Supplier Payments
- (7.1) Additional Sales Orders
- (8.1) Supplier Review
- (9.1) Customer Complaints -> Submeeting (231)
- (10.1) Customer or Product Feedback -> Submeeting (289)
- (11.1) Non Conformance Issues -> Submeeting (238)
- (12.1) MDA Recalls
- (13.1) Projects -> Submeeting (103)
- (14.0) Personnel Requirements and Training
- (14.1) Personnel Holidays and Time Adjustments
- (15.1) Grants
- (16.1) Future Reviews - Waste
- (17.2) Future Reviews - First Aid
- (18.3) Review Accident Book
- (19.4) Future Reviews - Internal Audits
- (20.5) Future Reviews - Risk Assessment HSE
- (21.6) Review Weekly Meeting
- (22.1) Calibration / P.A.T. -> Submeeting (174)
- (23.0) BSI Audits -> Submeeting (176)
- (24.1) Internal Process Verification
- (25.1) Other
- (26.1) CE Files Review
- (27.1) EN Standards up to date
- (28.1) BSI Standards up to date

~~(28.2)~~ ~~(29.1)~~ GMDCAS Standards up to date

-> Submeeting (172)

(30.1) General Maintenance Requirements

-> Submeeting (209)

(31.1) Passwords Codes other Private information

(32.1) Issues for Accountants

(33.0) Minutes From Various Meetings

(34.1) Members Objections To Meeting