

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 weeks	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
<i>SEE ATTACHED SHEET for AGENDA</i>		

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) GMDCAS Standards up to date
(30.1) General Maintenance Requirements
(31.1) Passwords Codes other Private information
(32.1) Issues for Accountants
(33.0) Minutes From Various Meetings
(34.1) Members Objections To Meeting

-> Submeeting (172)
-> Submeeting (209)