Internal Audit Check list
Vandagraph Sensor technologies Ltd
Training

Created:	17/May 1995	**Audit No 08**	
			VOP12
			Page 1 of 8
Audit Date	22-9-24	Auditor michael Lamb Derek Lamb.	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 5.1.1	**General** Top management shall demonstrate leadership and commitment with respect to the quality management system by: a) taking accountability for the effectiveness of the quality management system; b) ensuring that the quality policy and quality objectives are established for the quality management system and are compatible with the context and strategic direction of the organization; c) ensuring the integration of the quality management system requirements into the organization's business processes; d) promoting the use of the process approach and risk-based thinking; e) ensuring that the resources needed for the quality management system are available; f) communicating the importance of effective quality management and of conforming to the quality management system requirements; g) ensuring that the quality management system achieves its intended results; h) engaging, directing and supporting persons to contribute to the effectiveness of the quality management system; i) promoting improvement; j) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility. NOTE Reference to "business" in this International Standard can be interpreted broadly to mean those activities that are core to the purposes of the organization's existence, whether the organization is public, private, for profit or not for profit.	Renew meetings objectves Roles and titles H+S questions Staff renews Procedures
VST Ltd ISO9001:2015 7.1.2	**People** The organization shall determine and provide the persons necessary for the effective implementation of its quality management system and for the operation and control of its processes.	management Renew Feedback Issues
VST Ltd ISO9001:2015 7.1.4	**Environment for the operation of processes** The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services. NOTE A suitable environment can be a combination of human and physical factors, such as: a) social (e.g. non-discriminatory, calm, non-confrontational); b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective); c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise). These factors can differ substantially depending on the products and services provided.	management Renew Feedback Doc Index Require Reading CPM Environmental operations.
VST Ltd ISO9001:2015 7.1.6	**Organizational knowledge** The organization shall determine the knowledge necessary for the operation of its processes and to achieve conformity of products and services. This knowledge shall be maintained and be made available to the extent necessary. When addressing changing needs and trends, the organization shall consider its current knowledge and determine how to acquire or access any necessary additional knowledge and required updates. NOTE 1 Organizational knowledge is knowledge specific to the organization; it is	Experianced staff Doc Index PMS

Internal Audit Check list				
Vandagraph Sensor technologies Ltd **Training**				
Created:	17/May 1995	**Audit No 08**		VOP12
				Page 2 of 8
Audit Date		Auditor		

	generally gained by experience. It is information that is used and shared to achieve the organization's objectives. NOTE 2 Organizational knowledge can be based on: a) internal sources (e.g. intellectual property; knowledge gained from experience; lessons learned from failures and successful projects; capturing and sharing undocumented knowledge and experience; the results of improvements in processes, products and services); b) external sources (e.g. standards; academia; conferences; gathering knowledge from customers or external providers)	
VST Ltd ISO9001:2015 7.2	**Competence** 7.2 Competence The organization shall: a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system; b) ensure that these persons are competent on the basis of appropriate education, training, or experience; c) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken; d) retain appropriate documented information as evidence of competence. NOTE Applicable actions can include, for example, the provision of training to, the mentoring of, or the reassignment of currently employed persons; or the hiring or contracting of competent persons.	Training Records appraisals Roles + titles Doc Index management Renew
VST Ltd ISO9001:2015 7.3	**Awareness** The organization shall ensure that persons doing work under the organization's control are aware of: a) the quality policy; b) relevant quality objectives; c) their contribution to the effectiveness of the quality management system, including the benefits of improved performance; d) the implications of not conforming with the quality management system requirements.	Doc Index Required reading Roles + titles CPM
VST Ltd ISO9001:2015 7.4	**Communication** 7.4 Communication The organization shall determine the internal and external communications relevant to the quality management system, including: a) on what it will communicate; b) when to communicate; c) with whom to communicate; d) how to communicate; e) who communicates.	management Renew Procedures Doc Index CPM PA
VST Ltd ISO9001:2015 8.5.1	**Control of production and service provision** The organization shall implement production and service provision under controlled conditions. Controlled conditions shall include, as applicable: a) the availability of documented information that defines: 1) the characteristics of the products to be produced, the services to be provided, or the activities to be performed; 2) the results to be achieved;	Doc Index Tech files QA Systems Procedures

Internal Audit Check list			
Vandagraph Sensor technologies Ltd **Training**			
Created:	17/May 1995	**Audit No 08**	
			VOP12
			Page 3 of 8
Audit Date		Auditor	

	b) the availability and use of suitable monitoring and measuring resources; c) the implementation of monitoring and measurement activities at appropriate stages to verify that criteria for control of processes or outputs, and acceptance criteria for products and services, have been met; d) the use of suitable infrastructure and environment for the operation of processes; e) the appointment of competent persons, including any required qualification; f) the validation, and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output cannot be verified by subsequent monitoring or measurement; g) the implementation of actions to prevent human error; h) the implementation of release, delivery and post-delivery activities	*Calibration index* *management Renew*

	Question	Response/Answer	Y/N
1	Review Last years Audit Are all follow on Issue resolved satisfactory?	*Nothing waiting completion*	*Y*
2	Each new employee must have the Induction recorded on there own training record. Check any staff that have been employed since the last Audit. *only named New staff Sherra lee Lamb Does have Induction.*		*N*
3	The requirement for every member of staff to re-evaluate there own training record is automatically generated as an Issue in Intrastats annually. Check Task ID 314. *339040 ✓*	*all up to Date*	*Y*
4	Review the last Management meeting for review of capability/ competence of staff.	*No Problems staff Levels ok*	*Y*
5	Review the last Management meeting for the identification of training is discussed at management meetings.	*Training reviewed No Problems*	*Y*
6	Check any actions or follow ups are completed in a timely manner.		*Y*

Internal Audit Check list
Vandagraph Sensor technologies Ltd
Training

Created:	17/May 1995	**Audit No 08**	
			VOP12
Audit Date		Auditor	

7	Training records are now held electronically. Task IDs 316 and 303. Check the tasks are carried out in a timely manner. *380-322319* *560-339717*	*341266* ✓	Issue sent to update *Audit 341465 sent*	✗
8	Are arrangements for training personnel satisfactory. Check courses over last year.	*Internal Systems + Product training.*		Y
9	Check that personnel have updated their training records with any in-house training undertaken. Check recent training that has been carried out, is present on the training record.			Y

Sub Processes Linked to Audit 08

Review the below processes tasks and audits and ensure they are completed in a timely manner.

List Processes Per Title

Clone from Docid

Managing Director

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 38 Management oversight of Internal Tasks and Audits Issue(s). Review the responses to Tasks and Audits. ensure they are being fulfilled and completed. Ensure Audits performed indendantly of audit area Ensure All ISO Sections linked to an Audit - QC 17 Route Map	Task: 730 Managing Director Audit : *316372* ✓ *336815* ✓	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID 7070 To discuss any problems, to assess work load and staffing. To review issues.	Task: 83 Managing Director Audit : ✓	Freq 2 Risk 1 Overall 2	Task 3M		
PROCESSID 7713 Ensure All tasks allocated to active Members of staff,	Task: 548 Managing Director *338620* ✓ Audit :1218 Company Secretary *336107* ✓	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M		

Internal Audit Check list

Vandagraph Sensor technologies Ltd
Training

Created:	17/May 1995	**Audit No 08**		
				VOP12
				Page 5 of 8
Audit Date		Auditor		

IT Controller

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7951 Check the Server space and Size of important files	Task: 139 Office Processes 340139 ✓ Audit :1033 Managing Director	Freq 1 Risk 2 Overall 2	Task 1M Audit 3M		

Documentation And Records Controller

353886 ✓

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7907 To review which employees have Access to sensitive areas of Intrastats	Task: 887 Company Secretary 336463 ✓ Audit :888 Office Processes	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		

Human Resources

338387 ✓

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 5881 Keep Staff Training records upto date See if any records need updating, also see if any records need signing off	Task: 314 Company Secretary 339090 ✓ Audit :380 322370 ✓ Managing Director	Freq 2 Risk 1 Overall 2	Task 6M Audit 12M		
PROCESSID 5904 Check all new staff in the last 12 months have an Induction form filled in	Task: 1117 Managing Director 322254 ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID 5934 To check that any training that has been done is valid and then checked off the training record. Including enough detail to describe what has been coved in the training and any material used.	Task: 316 344266 Company Secretary ✓ Audit :560 339717 ✓ Office Processes	Freq 4 Risk 1 Overall 4	Task 1W Audit 3M		
PROCESSID 5936 To print the time sheets and add any extras, overtime, sick days, or commissions.	Task: 448 341127 Company Secretary ✓ Audit :	Freq 2 Risk 2 Overall 4	Task 1M		
PROCESSID 6837 Keep Staff Training records upto date	Task: 314 339090 Company Secretary Audit :	Freq 2 Risk 1 Overall 2	Task 6M		

Vandagraph Sensor technologies Ltd
Training

Created:	17/May 1995	**Audit No 08**		
			VOP12	
Audit Date		Auditor		

PROCESSID **6851** To look through the accident book and make sure there were no breaches of Health and Safety that were not reported.	Task: 287 335-344 Managing Director Audit :	Freq 2 Risk 2 Overall 4	Task 6M		
PROCESSID **6877** those that have keys and use the intruder alarm	Task: 771 Company Secretary 325678 Audit :	Freq 2 Risk 3 Overall 6	Task 6M		
PROCESSID **6928** **EYE TESTS** Create new MOTD with the following	Task: 38 Managing Director 305384 ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 24M		
PROCESSID **7759** Information from the staff that would be used in case of emergency health issue. These are filled in by staff and filled securely.	Task: 606 348528 Company Secretary Audit :	Freq 1 Risk 3 Overall 3	Task 12M		
PROCESSID **7883** to review the staff, give feedback and discuss issues	Task: 813 321180 Company Secretary Audit :814 332329 Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 24M		
PROCESSID **7884** Review the staff pay, ensure its above minimum living wage and at a level appropriate to the work	Task: 815 331655 Company Secretary Audit :816 338242 Managing Director ✗ in terms	Freq 1 Risk 1 Overall 1	Task 12M Audit 24M		
PROCESSID **7908** remind staff about private information data and that it needs to be looked after and securely.	Task: 889 336464 Company Secretary ✓ Audit :890 340750 Office Processes ✓	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		
PROCESSID **7937** Diversity Impact Assessment	Task: 992 333687 Managing Director ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID **7982** To Check online and see if there have been any changes to Minimum wage or employment law wee need to be aware of.	Task: 1107 321592 Company Secretary ✓ Audit :1109 288809 ✓ Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 24M		
PROCESSID **7983** To Check online and see if there have been any changes to GDPR we need to be aware of. Check web site for GDPR https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-	Task: 1110 323015 Company Secretary ✓ Audit :1111 292069 ✓ Office Processes	Freq 1 Risk 2 Overall 2	Task 12M Audit 24M		

Created:	17/May 1995	**Audit No 08**		
			VOP12	
			Page 7 of 8	
Audit Date		Auditor		

regulation-gdpr/whats-new/

PROCESSID 8054 Team Building Event - June	Task: 334 Marketing Processes *32.8125* ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID 8055 Christmas/Team Building Event - December	Task: 336 Marketing Processes *341386* Audit : *× in terms*	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID 8067 Training Refresh Issues to Send / Questions to Write Send issue to staff to re-read training material for the following - month dependant (if nothing has changed) and CH to issue new questions for completion. 1. Temperature Probes 2. TOF 3D 3. Phototherapy 4. Posey/Tidi 5. Envitec Oxygen Monitoring 6. Maxtec Oxygen Monitoring 7. Radiant Warmers 8. Finger Pulse Oximeters 9. Handheld Pulse Oximeters 10. Flow Sensors 11. Oxygen Sensors - Automotive 12. Medical Oxygen Sensors 13. AlcoTrue 14. Blenders IHC 15. Blenders Maxtec 16. V1000	Task: 1225 Marketing Processes Audit : *333843* ✓	Freq 1 Risk 1 Overall 1	Task 1M		

Audits

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7720 To carry out Audit 08 Training Viamed	Task: *333809* × *in terms* Audit :10 Managing Director	Freq 1 Risk 2 Overall 2	Audit 12M		
PROCESSID 7768 To carry out Audit 08 Training VST	Task: *333816* × Audit :184 *terms* Managing Director	Freq 1 Risk 2 Overall 2	Audit 12M		

Rolling Tasks Linked to Document :Task (10) Task (314) Task (1117) Task (448) Task (287) Task (771) Task (38) Task (606) Task (184) Task (316) Task (83) Task (548) Task (815) Task (813) Task (889) Task (887) Task (992) Task (139) Task

Internal Audit Check list				
Vandagraph Sensor technologies Ltd **Training**				
Created:	17/May 1995	**Audit No 08**		VOP12
				Page 8 of 8
Audit Date		Auditor		

(1110) Task (1107) Task (730) Task (334) Task (336) Task (1225)