Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD
ANALYSIS OF DATA

Created:	17/May 1995	Audit No 23	
			Page 1 of 3
Audit Date	6 Aug 24	Auditor	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.5.2	**Creating and updating** Creating and updating When creating and updating documented information, the organization shall ensure appropriate: a) identification and description (e.g. a title, date, author, or reference number); b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic); c) review and approval for suitability and adequacy.	Doc index operating procedure for Documents.
VST Ltd ISO9001:2015 7.5.3.1	**Control of documented information** Documented information required by the quality management system and by this International Standard shall be controlled to ensure: a) it is available and suitable for use, where and when it is needed; b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).	Doc index Rdest processes operating procedures Doc.
VST Ltd ISO9001:2015 7.5.3.2	**Control of documented information** For the control of documented information, the organization shall address the following activities, as applicable: a) distribution, access, retrieval and use; b) storage and preservation, including preservation of legibility; c) control of changes (e.g. version control); d) retention and disposition. Documented information of external origin determined by the organization to be necessary for the planning and operation of the quality management system shall be identified as appropriate, and be controlled. Documented information retained as evidence of conformity shall be protected from unintended alterations. NOTE Access can imply a decision regarding the permission to view the documented information only, or the permission and authority to view and change the documented information.	Doc index Required reading Tech files operating procedures
VST Ltd ISO9001:2015 8.1	**Operational planning and control** The organization shall plan, implement and control the processes (see 4.4) needed to meet the requirements for the provision of products and services, and to implement the	management review

Created:	17/May 1995	**Audit No 23**	
			Page 2 of 3
Audit Date		Auditor	

| | actions determined in Clause 6, by:
a) determining the requirements for the products and services;
b) establishing criteria for:
1) the processes;
2) the acceptance of products and services;
c) determining the resources needed to achieve conformity to the product and service requirements;
d) implementing control of the processes in accordance with the criteria;
e) determining, maintaining and retaining documented information to the extent necessary:
1) to have confidence that the processes have been carried out as planned;
2) to demonstrate the conformity of products and services to their requirements.
The output of this planning shall be suitable for the organizations operations.
The organization shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.
The organization shall ensure that outsourced processes are controlled (see 8.4). | Feedback
Route Map
Doc index
Rdes +
titles
QA system |
| | | |

	QUESTION:	RESPONSE:	Y/N
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.	Nothing out standing all done	Y
2	Check that the information register is complete and correct. Intrastats Document Index		Y
3	Verify that meetings take place to the required periodicity. Intrastats – Meeting – Host Meeting – Review Page		Y
4	Check that the correct personnel are involved in these meetings.	Roles and Responsibilities	Y

Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD
ANALYSIS OF DATA

Created:	17/May 1995	Audit No 23	
			Page 3 of 3
Audit Date		Auditor	

5	Verify that minutes are filed accordingly. Intrastats – Meeting – Host Meeting – check History and then click the Meeting Title.		Y
6	Do the meetings produce subsequent personnel plans of action.	Issues	Y
7	Are these actions followed up in a timely manner. Task ID 746. Yearly Management Review.	336 857* in terms	Y
8	Check that relevant information and data is collated for further presentation. Intrastats		Y

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

Internal Audit Check list				
VANDAGRAPH SENSOR TECHNOLOGIES LTD				
ANALYSIS OF DATA				
Created:	17/May 1995	**Audit No 23**		
			Page 3 of 6	
Audit Date		Auditor		

	Roll Audit				
PROCESSID 7862 Review The Audit Calendar Screen	Task: _313879_ ✓ Audit :173 Managing Director	Freq 1 Risk 1 Overall 1	Audit 12M		

Managing Director

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 26 Overview of the Company using various data Reporting Screens	Task: 114 _357075_ ✓ Managing Director ✓ Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 27 To review and close all automatic rolling Issues. Including all rolling tasks and audits	Task: 290 _338213_ Managing Director + _in terms_ Audit :775 _326718_ Company Secretary ✓	Freq 3 Risk 1 Overall 3	Task 1W Audit 6M		
PROCESSID 5877 To review the numbers of various departments. Showing increasing / reducing staff requirements Check Audit Roles Titles and Processes in Employee Roles and Titles. Check the Page for Red Crosses and potentially missing objectives	Task: 114 _357075_ ✓ Managing Director Audit :561 _309316_ ✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M		
PROCESSID 6931 Review the Customer Complaints Heading	Task: 728 _309316_ Managing Director ✓ Audit :774 _328055_ ✓ Company Secretary ✓	Freq 1 Risk 3 Overall 3	Task 1W Audit 6M		
PROCESSID 7070 To discuss any problems, to assess work load and staffing. To review issues.	Task: 83 _336815_ Managing Director ✓ Audit :	Freq 2 Risk 1 Overall 2	Task 3M		
PROCESSID 7713 Ensure All tasks allocated to active Members of staff,	Task: 548 _335885_ Managing Director ✓ Audit :1218 _336107_ ✓ Company Secretary	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M		

Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD
ANALYSIS OF DATA

Process Scope	Roll Task	Risk	Action	*	Notes
PROCESSID 7830 To review the Quantities of Failed product per Stock reference Passing through the Q.A. system	Task: 727 336985 ✓ Goods In Audit :729 336856 ✓ Managing Director	Freq 3 Risk 1 Overall 3	Task 1M Audit 3M		
PROCESSID 7837 To Review the External Parties Influencing The QMS VST / Viamed Checked the Scopes and Risks, Review the Underlining Processes and Tasks	Task: 743 308128 ✓ Managing Director Audit :784 311147 ✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		
PROCESSID 7838 Review Customer Feedback Negative	Task: 739 335898 ✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7839 To Review Viamed Customer Complaints	Task: 737 335896 ✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7840 To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raised	Task: 740 335899 ✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7841 To review Customer Complaints see if Non Conformance need to be raised	Task: 738 335897 ✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7842 To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raised	Task: 741 335900 ✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7843 To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raise	Task: 742 335901 ✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7849 Review the Customer Returns and Review Product Failures New Codes	Task: 750 337753 ✓ Managing Director Audit :751 336858 ✓ Director 3 (Steve) + in terns	Freq 1 Risk 3 Overall 3	Task 1W Audit 3M		

ISO Controller

Process Scope	Roll Task	Risk	Action	*	Notes

Created:	17/May 1995	Audit No 23	
			Page 5 of 6
Audit Date		Auditor	

| PROCESSID 7071 The process by which re view and risk assess all product files, check that no Products / Designs have changed significantly to warrant informing any notified bodies eg. MDD / BSI / CMDCAS or any other related Body. | **Roll Audit** Task: 50 Managing Director 336946 ✓ Audit :14 Company Secretary 327856 in terms | Freq 1 Risk 3 Overall 3 | Task 2M Audit 12M | | |

Documentation And Records Controller

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7969 To report official weee waste Weights we have placed in the Markets	Task: 76 316312 ✓ Company Secretary Audit :1088 336881 ✓ Managing Director	Freq 1 Risk 3 Overall 3	Task 12M Audit 12M		

Data Protection Officer

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7930 Flow of GDPR Data through the companys	Task: 958 323484 ✓ Company Secretary Audit :959 326347 ✓ Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		

Audits

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID 7733 To carry out Audit 23 Analysis Of Data Viamed	Task: Audit :43 335178 × in terms. Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		
PROCESSID 7781 To carry out Audit 23 Analysis Of Data VST	Task: 335184 × Audit :185 in terms Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		