

# Internal Audit Check list

## VANDAGRAPH SENSOR TECHNOLOGIES LTD HEALTH AND SAFETY, WORKING CONDITIONS AND BUILDING FABRIC ISSUES

Created:	17/May 1995	<b>Audit No 19</b>	
		M. Lamb	Page 1 of 12
Audit Date	19-8-24	Auditor H LAMB	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.1.3	<p><b>Infrastructure</b></p> <p>The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.</p> <p>NOTE Infrastructure can include:</p> <ul style="list-style-type: none"> <li>a) buildings and associated utilities;</li> <li>b) equipment, including hardware and software;</li> <li>c) transportation resources;</li> <li>d) information and communication technology.</li> </ul>	<i>Management Review Feedback QA system Procedures</i>
VST Ltd ISO9001:2015 7.1.4	<p><b>Environment for the operation of processes</b></p> <p>The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services.</p> <p>NOTE A suitable environment can be a combination of human and physical factors, such as:</p> <ul style="list-style-type: none"> <li>a) social (e.g. non-discriminatory, calm, non-confrontational);</li> <li>b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective);</li> <li>c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise).</li> </ul> <p>These factors can differ substantially depending on the products and services provided.</p>	<i>Management Review Feedback H+S questionnaire Doc index Required reading CPM Environmental op Questions.</i>
VST Ltd ISO9001:2015 7.2	<p><b>Competence</b></p> <p>7.2 Competence</p> <p>The organization shall:</p> <ul style="list-style-type: none"> <li>a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system;</li> <li>b) ensure that these persons are competent on the basis of appropriate education, training, or experience;</li> <li>c) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken;</li> <li>d) retain appropriate documented information as evidence of competence.</li> </ul> <p>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.</p>	<i>Management Review Training reviews Appraisals Roles + titles. Issues to Request training.</i>
VST Ltd ISO9001:2015 7.3	<p><b>Awareness</b></p> <p>The organization shall ensure that persons doing work under the organization's control are aware of:</p>	<i>Doc index</i>

	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.	Required Reading Roles + titles
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## Do HSE Audit, Audit No 19.

Send out HSE Personnel Questionnaire, and the HSE DSE Personnel Questionnaire and reissue message of the day reminding users all HSE Documents are available in Intrastats.

	<u>QUESTION:</u>	<u>RESPONSE:</u>	Y/N
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.	Nothing outstanding	Y
2	Check that personnel are aware of the company's H & S policy.	Issue 338560 Sent	Y
3	Is the policy readily accessible?	Intrastats	N/A ✓
4	Check that new personnel have undergone induction checklist.		Y
5	Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes. Task 12.	Issue 310805 ✓	Y
6	Check that documentation, data sheets and specs etc. for our new products / services equipment are reviewed for H & S implications. This relates to Medical Products only. See Technical controller for the list.	See Technical controller for the list	Y
7	Check that personnel know where to retrieve information from the company manual.	Intrastats	N/A Y
8	Check that the First aid accident book is reviewed and any action required is taken and recorded. Task 287.	Issue 335344 ✓	Y
9	Verify that risk assessments are being carried out in a timely manner. Task 12.	Intrastats Issue 310805 ✓	N/A Y
10	Check that the Risk Assessment / Health and Safety report produced, detail all corrective actions required. Task 12.	Audit 13 Issue 310805 ✓	Y
11	Verify that the corrective actions are completed on time.		Y
12	Verify that these sheets are filed accordingly	Intrastats and Audit file	Y
13	Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop.		Y

## Sub Processes Linked to Audit

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

## List Processes Per Title

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Managing Director	Process Scope	Roll Task Roll Audit	Risk	Action	* Notes
	<b>PROCESSID 39</b> Ensure our Viamed Environment and WEEE Policies are upto date and suitable for current legislation	Task: 46 Company Secretary Audit : <i>306636</i>	Freq 1 Risk 2 Overall 2	Task 12M	
	<b>PROCESSID 7741</b> Review the current Ethical Policy in intrastats	Task: 47 Company Secretary Audit : <i>306637</i>	Freq 1 Risk 1 Overall 1	Task 12M	
IT Controller	Process Scope	Roll Task Roll Audit	Risk	Action	* Notes
	<b>PROCESSID 45</b> Check the status of the Main Server	Task: 139 Office Processes Audit : <i>337076</i>	Freq 3 Risk 3 Overall 9	Task 1M	
	<b>PROCESSID 46</b> Check the status of the Backup Server, is done at same time as primary server	Task: 454 Office Processes Audit :455 Company Secretary <i>338219</i>	Freq 1 Risk 3 Overall 3	Task 2W Audit 12M	
	<b>PROCESSID 49</b> Ensure Viamed Wifi is operational	Task: 415 Managing Director Audit :416 Company Secretary <i>337092</i>	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M	

PROCESSID 50 Backup Internet Connection	Task: 415 Managing Director Audit :416 Company Secretary	Freq 3 Risk 1 Overall 3 Audit 3M 333178	Task 1M Audit 3M	
PROCESSID 5903 To record the daily barometric pressure	Task: 413 Managing Director Audit :414 Company Secretary	Freq 4 Risk 1 Overall 4 Audit 1M 337091	Task 1W Audit 1M	
<b>Maintenance Controller</b>				
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes
PROCESSID 56 Check the Boiler system before winter	Task: 85 Company Secretary Audit :	Freq 1 Risk 1 Overall 1 326817	Task 12M	
PROCESSID 5919 Check outside drain is not Blocked	Task: 431 Company Secretary Audit :	Freq 2 Risk 1 Overall 2 332549	Task 3M	
PROCESSID 5921 Check the Archives for Signs of Water, ensure the pump is working	Task: 433 Company Secretary Audit :	Freq 2 Risk 1 Overall 2 337599	Task 1M	
PROCESSID 7120 Review any General Maintenance required on the physical Site(s)	Task: 602 Company Secretary Audit :	Freq 2 Risk 1 Overall 2 334558	Task 3M	
PROCESSID 7742 Get the gas Boilers and Hive thermostat Serviced and the Heating Checked before Winter.	Task: 7 Company Secretary Audit :	Freq 1 Risk 2 Overall 2 334815	Task 12M	
PROCESSID 7756 Check Carbon Monoxide Alarm is working	Task: 117 Company Secretary Audit :	Freq 2 Risk 1 Overall 2 334354	Task 6M	

PROCESSID 7820 The renewal of our waste transfer agreement with North Yorkshire County Couoncil	Task: 702 Company Secretary 321481 Audit :	Freq 1 Risk 2 Overall 2	Task 12M		
PROCESSID 7821 The renewal of our waste transfer agreement with our waste disposal companies	Task: 701 Company Secretary 318284 Audit :	Freq 1 Risk 2 Overall 2	Task 12M		
PROCESSID 7835 To get the Electrics checked by External Electriction, so certificate can be provided for Employee Safety	Task: 164 Company Secretary 322187 Audit :	Freq 1 Risk 1 Overall 1	Task 48M		<i>In waiting to do this 6 later in year</i>
PROCESSID 7836 Reset the Heating for Winter	Task: 211 Audit :	Freq 1 Risk 1 Overall 1			
PROCESSID 7864 Check the workshop benches ESD equipment is in place	Task: 94 Production Processes 323689 Audit :95 Office Processes	Freq 2 Risk 1 Overall 2	Task 6M Audit 12M		
PROCESSID 7896 To Maintain the Tree in the Car Park	Task: 829 Company Secretary 333226 Audit :	Freq 1 Risk 3 Overall 3	Task 3M		
PROCESSID 7961 To Clean Tidy the research and development rooms	Task: 540 Production Processes 338113 Audit :1058 Director 3 (Steve)	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M		
PROCESSID 7999 To review the physical buildings health and saftey, and fire risk assessments.	Task: 1143 Managing Director 320273 Audit :1144 Company Secretary 322475	Freq 1 Risk 2 Overall 2	Task 24M Audit 24M		
PROCESSID 8038 Defrost Fridge / Freezer	Task: 72 Goods Out 331486 Audit :	Freq 1 Risk 1 Overall 1	Task 3M		
PROCESSID 8039	Task: 77 Audit :	Freq 1	Task		

Weee Report Due Vandagraph Annual	Managing Director Audit :	Risk 1 Overall 1	12M	
<b>PROCESSID 8043</b> Turn off outside tap on the warehouse for winter	Task: 102 Company Secretary Audit : 311112 ✓	Freq 1 Risk 2 Overall 2	Task 12M	
<b>PROCESSID 8045</b> Radiators - Bleed radiators in Vandagraph Room in Warehouse and loft in offices. Check they are heating up fully	Task: 129 Office Processes Audit : 305264 ✓	Freq 1 Risk 1 Overall 1	Task 12M	
<b>PROCESSID 8047</b> Electric Testing - 5 yearly electric testing due on Warehouse and main office	Task: 145 Company Secretary Audit : B155101 ✓	Freq 1 Risk 3 Overall 3	Task 60M	
<b>PROCESSID 8048</b> Workshop toilet is to be cleaned and rubbish to be binned	Task: 163 Production Processes Audit : 337078 ✓	Freq 1 Risk 1 Overall 1	Task 1M	
<b>Health And Safety Controller</b>				
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes
<b>PROCESSID 6849</b> To make sure we have a qualified member of staff trained in First Aid at Work. With the training up to date. Review the accident book. Check that there were no health and safety issues flagged up from these.	Task: 712 Company Secretary Audit : 306599 ✓	Freq 1 Risk 3 Overall 3	Task 12M	
<b>PROCESSID 6855</b> Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment	Task: 12 Company Secretary Audit : 30869 ✓	Freq 1 Risk 1 Overall 1	Task 12M	
<b>PROCESSID 6856</b> To ensure the fire alarms, MPC (manual call points), fire extinguishers and emergency lights are all in place, working and tested regularly. The log booked filled in. Tested by Keybury (alarms and emergency lights) annually and Airedale	Task: 52 Company Secretary Audit : 322549 ✓	Freq 1 Risk 3 Overall 3	Task 6M	

Fire protection (Fire extinguishers) annually. Evacuation Drills to check staff readiness.				
<b>PROCESSID 7867</b> This is a check list to ensure safe use of the bandsaw  <b>BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED</b>	Task: 786  Audit :	Freq 1 Risk 1 Overall 1		
<b>PROCESSID 7868</b> This is a check list to ensure safe use of the Pillar Drill	Task: 787 Production Processes  Audit :	Freq 1 Risk 3 Overall 3 <i>326984</i>	Task 6M	
<b>PROCESSID 7869</b> This is a check list to ensure safe use of the Hand Drill	Task: 788 Production Processes  Audit :	Freq 1 Risk 3 Overall 3 <i>309903</i>	Task 24M	
<b>PROCESSID 7891</b> To test the evacuation of the buildings in case of fire	Task: 141 Company Secretary  Audit : 952 Managing Director <i>336819</i>	Freq 1 Risk 3 Overall 3 Audit 12M <i>in terms</i> <i>324246</i>	Task 3M	
<b>PROCESSID 7928</b> To Test the Fire alarm glass boxes	Task: 609 Goods Out  Audit : 953 Company Secretary <i>324246</i>	Freq 1 Risk 1 Overall 1 Audit 12M <i>324111</i>	Task 1M	
<b>PROCESSID 7929</b> The regular review of the Emergency Lighting And Fire Extinguishers.	Task: 954 Goods Out  Audit : 955 Company Secretary <i>338250</i>	Freq 1 Risk 3 Overall 3 Audit 12M <i>326723</i>	Task 1M	
<b>PROCESSID 8044</b> Carry out global PAT testing	Task: 127 Managing Director  Audit : <i>275377</i>	Freq 1 Risk 1 Overall 1	Task 60M	
<b>Warehouse Team Leader</b>				
Process Scope	Roll Task	Risk	Action	* Notes

		Roll Audit				
<b>PROCESSID 54</b> Bleech the Gents Toilets	Task: 125 <i>337594</i>	Freq 3 Risk 1 Overall 3	Audit 1M			
Process no longer required no urinal	Audit :373 Company Secretary					
<b>PROCESSID 5906</b> Emptying of the recycling and waste bins into external bin for refuge collectors	Task: 541 Goods In <i>338114</i>	Freq 1 Risk 1 Overall	Task 1W			
	Audit :424 <i>338450</i> Office Processes	Audit 1M				
<b>PROCESSID 5907</b> Cleaning of floors. Tidying so as to clean more effectively.	Task: 543 Goods In <i>338471</i>	Freq 1 Risk 1 Overall	Task 1W			
	Audit :424 <i>338450</i> Office Processes	Audit 1M				
<b>PROCESSID 5908</b> Cleaning of floors. Tidying so as to clean more effectively.	Task: 423 Goods In <i>338449</i>	Freq 1 Risk 1 Overall	Task 1W			
	Audit :424 <i>338450</i> Office Processes	Audit 1M				
<b>PROCESSID 5909</b> Emptying of the waste bins into external bin for refuge collectors	Task: 542 Goods In <i>338232</i>	Freq 1 Risk 1 Overall	Task 1W			
	Audit :424 Office Processes	Audit 1M				<i>338450</i>
<b>PROCESSID 5910</b> Cleaning of duckets	Task: 426 Goods In <i>338217</i>	Freq 1 Risk 1 Overall	Task 1W			
	Audit :424 Office Processes	Audit 1M				<i>in terms</i>
<b>PROCESSID 5911</b> To remove and dispose of the cardboard with in the company	Task: 427 Goods In <i>337721</i>	Freq 1 Risk 1 Overall	Task 2W			
	Audit :424 Office Processes	Audit 1M				<i>in terms.</i>
<b>PROCESSID 7687</b> Collecting, cleaning and returning duckets to Vandagraph.	Task: 488 Goods In <i>338459</i>	Freq 1 Risk 1 Overall	Task 1W			
	Audit :	1				
<b>PROCESSID 7698</b> Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.	Task: 503 Goods In <i>337354</i>	Freq 1 Risk 1 Overall	Task 3W			
	Audit :	1				<i>in terms</i>

<b>Human Resources</b>						
<b>Process Scope</b>		<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	* Notes	
<b>PROCESSID 7847</b> Perform HSE Risk Assessment, Re issue Message of the Day or send company issue with regard to Employees being aware of HSE documentation / policy. and Location of Fire Exits and First Aid Kits.		Task: 12 Company Secretary Audit :1071 Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		
Send new Issue to Projects Asking if New HSE implications have arisen from new products.						
Review Online the Local Community Risk Register.						
Check the Viamed Overall Risk Analysis Program Document in the Index to check its still current.						
Check the health and safety signage						
<b>PROCESSID 7982</b> To Check online and see if there have been any changes to Minimum wage or employment law we need to be aware of.		Task: 1107 Company Secretary Audit :1109 Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 24M		
<b>Data Protection Officer</b>						
<b>Process Scope</b>		<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	* Notes	
<b>PROCESSID 7910</b> To check the signs we have are appropriate, clear and positioned in the correct		Task: 910 Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
<b>PROCESSID 7911</b> Review Security Of The Special Category Personal Data		Task: 911 Company Secretary Audit :	Freq 1 Risk 2 Overall 2	Task 12M		

<b>Audits</b>					
<b>Process Scope</b>	<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	* Notes	
<b>PROCESSID 7729</b> To carry out Audit 19 Health And Safety Viamed	Task: 336816 Audit :13 in Company terms Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		
<b>PROCESSID 7777</b> To carry out Audit 19 Health And Safety VST	Task: 336820 Audit :186 in Company terms Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		
<b>Office Processes</b>					
<b>Process Scope</b>	<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	* Notes	
<b>PROCESSID 5853</b> Ensure customer facing areas are vacuumed	Task: 243 Office Processes 338348 Audit :373 Company 337594 Secretary	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M		
<b>PROCESSID 5856</b> to clean the kitchen, work tops and floor. make sure it is safe for people to use	Task: 227 Audit :373 Company 337594 Secretary	Freq 1 Risk 1 Overall 1	Audit 1M		
<b>PROCESSID 5878</b> Emptying of the recycling and waste bins into external bin for refuge collectors	Task: 225 Office Processes 338347 Audit :532 in terms	Freq 1 Risk 1 Overall 1	Task 1W		
<b>PROCESSID 5900</b> Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.	Task: 393 Office Processes 337988 Audit :394 Company 337449 Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 1M		
<b>PROCESSID 5912</b> To put the recycling bins out	Task: 107 Goods Out 337986 Audit :	Freq 3 Risk 1 Overall 3	Task 2W		
<b>PROCESSID 7706</b>	Task: 519	Freq 2	Task		

338363+ in terms

Updating of anti-virus software and scanning computers for viruses	Office Processes Audit :	Risk 2 Overall 4	1W		
<b>PROCESSID 7802</b> Cleaning the kitchen surfaces to ensure they are fit for use	Task: 655 Office Processes 338478 ✓ Audit :656 Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 2W		
<b>PROCESSID 7803</b> <i>in terms</i> To ensure crockery and cutlery is cleaned and fit for use	Task: 657 Office Processes 338123 ✓ Audit :658 Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M		
<b>PROCESSID 7804</b> To sweep the kitchen floor and clear and mess ready for mopping	Task: 659 Office Processes 338380 ✓ Audit :662 Company Secretary	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M		
<b>PROCESSID 7805</b> Emptying of the recycling and waste bins into external bin for refuge collection	Task: 225 Office Processes 338347 ✓ Audit :661 <i>in terms</i>	Freq 1 Risk 1 Overall 1	Task 1W		
<b>PROCESSID 7806</b> To water the plants and ensure their survival	Task: 663 Company Secretary 338381 ✓ Audit :664	Freq 1 Risk 1 Overall 1	Task 1W		
<b>PROCESSID 7910</b> To check the signs we have are appropriate, clear and positioned in the correct	Task: 910 Company Secretary 307250 ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 12M		

Rolling Tasks Linked to Document : Task (13) Task (243) Task (227) Task (225) Task (393) Task (107) Task (519) Task (655) Task (657) Task (659) Task (663) Task (186) Task (125) Task (541) Task (543) Task (423) Task (542) Task (426) Task (427) Task (488) Task (503) Task (712) Task (12) Task (52) Task (85) Task (431) Task (433) Task (602) Task (7) Task (117) Task (702) Task (701) Task (139) Task (454) Task (415) Task (413) Task (164) Task (211) Task (94) Task (46) Task (47) Task (786) Task (787) Task (788) Task (141) Task (829) Task (609) Task (954) Task (910) Task (911) Task (540) Task (1107) Task (1143) Task (72) Task (77) Task (102) Task (129) Task (145) Task (163) Task (127)