

Internal Audit Check list			
VANDAGRAPH SENSOR TECHNOLOGIES LTD HEALTH AND SAFETY, WORKING CONDITIONS AND BUILDING FABRIC ISSUES			
Created:	17/May 1995	Audit No 19	
		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	Infrastructure The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services. NOTE Infrastructure can include: a) buildings and associated utilities; b) equipment, including hardware and software; c) transportation resources; d) information and communication technology.	Management Review Feedback QA system Procedures
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 Review Feedback H+S questionnaire Doc index Required reading CPM Environmental op Questions.
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.	Management Review Training Reviews appraisals Roles + titles. Issues to Request training.
VST Ltd ISO9001:2015 7.3	Awareness The organization shall ensure that persons doing work under the organization's control are aware of:	Doc index

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	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

List Processes Per Title

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Managing Director					
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes	
PROCESSID 39 Ensure our Viamed Environment and WEEE Policys are upto date and suitable for current legislation	Task: 46 Company Secretary 306636 ✓ Audit :	Freq 1 Risk 2 Overall 2	Task 12M		
PROCESSID 7741 Review the current Ethical Policy in intrastats	Task: 47 Company Secretary 306637 ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
IT Controller					
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes	
PROCESSID 45 Check the status of the Main Server	Task: 139 Office Processes in terms 337076 Audit :	Freq 3 Risk 3 Overall 9	Task 1M		
PROCESSID 46 Check the status of the Backup Server, is done at same time as primary server	Task: 454 Office Processes 338219 x Audit :455 Company Secretary in terms	Freq 1 Risk 3 Overall 3	Task 2W Audit 12M		
PROCESSID 49 Ensure Viamed Wifi is operational	Task: 415 Managing Director 329982 ✓ 337092 ✓ Audit :416 Company Secretary	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M		

PROCESSID 50 Backup Internet Connection	Task: 415 Managing Director 329987 Audit :416 Company 333178 Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 3M		
PROCESSID 5903 To record the daily barometric pressure	Task: 413 Managing Director 338216 Audit :414 Company 337091 Secretary	Freq 4 Risk 1 Overall 4	Task 1W Audit 1M		
Maintenance Controller					
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes	
PROCESSID 56 Check the Boiler system before winter	Task: 85 Company Secretary Audit : 326817	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID 5919 Check outside drain is not BLocked	Task: 431 Company Secretary Audit : 332549	Freq 2 Risk 1 Overall 2	Task 3M		
PROCESSID 5921 Check the Archives for Signs of Water, ensure the pump is working	Task: 433 Company Secretary Audit : 337599	Freq 2 Risk 1 Overall 2	Task 1M		
PROCESSID 7120 Review any General Maintenance required on the physical Site(s)	Task: 602 Company Secretary Audit : 334558	Freq 2 Risk 1 Overall 2	Task 3M		
PROCESSID 7742 Get the gas Boilers and Hive thermostat Serviced and the Heating Checked before Winter.	Task: 7 Company Secretary Audit : 334815	Freq 1 Risk 2 Overall 2	Task 12M		
PROCESSID 7756 Check Carbon Monoxide Alarm is working	Task: 117 Company Secretary Audit : 334354	Freq 2 Risk 1 Overall 2	Task 6M		

PROCESSID 7820 The renewal of our waste transfer agreement with North Yorkshire County Council	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 Electrician, so certificate can be provided for Employee Safety	Task: 164 Company Secretary 322187 ✓ Audit :	Freq 1 Risk 1 Overall 1	Task 48M		
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 safety, and fire risk assessments.	Task: 1143 Managing Director 320273 ✓ Audit :1144 Company Secretary 322435 ✓	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 356313 ✓	Freq 1	Task		

Waiting to do this 6 later in year ✓

Weee Report Due Vandagraph Annual	Managing Director	Risk 1 Overall 1	12M		
	Audit :				
PROCESSID 8043 Turn off outside tap on the warehouse for winter	Task: 102 Company Secretary	Freq 1 Risk 2 Overall 2	Task 12M		
	Audit : 31112 ✓				
PROCESSID 8045 Radiators - Bleed radiators in Vandagraph Room in Warehouse and loft in offices. Check they are heating up fully	Task: 129 Office Processes	Freq 1 Risk 1 Overall 1	Task 12M		
	Audit : 305264 ✓				
PROCESSID 8047 Electric Testing - 5 yearly electric testing due on Warehouse and main office	Task: 145 Company Secretary	Freq 1 Risk 3 Overall 3	Task 60M		
	Audit : 155101 ✓				
PROCESSID 8048 Workshop toilet is to be cleaned and rubbish to be binned	Task: 163 Production Processes	Freq 1 Risk 1 Overall 1	Task 1M		
	Audit : 337078 ✓				
Health And Safety Controller					
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes	
PROCESSID 6849 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	Freq 1 Risk 3 Overall 3	Task 12M		
	Audit : 306599 ✓				
PROCESSID 6855 Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment	Task: 12 Company Secretary	Freq 1 Risk 1 Overall 1	Task 12M		
	Audit : 30809 ✓				
PROCESSID 6856 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	Freq 1 Risk 3 Overall 3	Task 6M		
	Audit : 322549 ✓				

Fire protection (Fire extinguishers) annually. Evacuation Drills to check staff readiness.					
PROCESSID 7867 This is a check list to ensure safe use of the bandsaw BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED	Task: 786 Audit :	Freq 1 Risk 1 Overall 1			
PROCESSID 7868 This is a check list to ensure safe use of the Pillar Drill	Task: 787 Production Processes 326984 Audit :	Freq 1 Risk 3 Overall 3	Task 6M		
PROCESSID 7869 This is a check list to ensure safe use of the Hand Drill	Task: 788 Production Processes 309902 Audit :	Freq 1 Risk 3 Overall 3	Task 24M		
PROCESSID 7891 To test the evacuation of the buildings in case of fire	Task: 141 Company Secretary 336819 Audit :952 Managing Director 324246	Freq 1 Risk 3 Overall 3 in terms.	Task 3M Audit 12M		
PROCESSID 7928 To Test the Fire alarm glass boxes	Task: 609 Goods Out 324246 Audit :953 Company Secretary 324111	Freq 1 Risk 1 Overall 1	Task 1M Audit 12M		
PROCESSID 7929 The regular review of the Emergency Lighting And Fire Extinguishers.	Task: 954 Goods Out 338250 Audit :955 Company Secretary 326723	Freq 1 Risk 3 Overall 3	Task 1M Audit 12M		
PROCESSID 8044 Carry out global PAT testing	Task: 127 Managing Director 275372 Audit :	Freq 1 Risk 1 Overall 1	Task 60M		
Warehouse Team Leader					
Process Scope	Roll Task	Risk	Action	* Notes	

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

Human Resources					
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes	
PROCESSID 7847 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. 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	Task: 12 Company Secretary 310805 ✓ Audit :1071 Managing Director 316319 ✓	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		
PROCESSID 7982 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 321592 ✓ Audit :1109 Managing Director 288809 ✓	Freq 1 Risk 1 Overall 1	Task 12M Audit 24M		
Data Protection Officer					
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes	
PROCESSID 7910 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		
PROCESSID 7911 Review Security Of The Special Category Personal Data	Task: 911 Company Secretary 308139 ✓ Audit :	Freq 1 Risk 2 Overall 2	Task 12M		

Audits					
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes	
PROCESSID 7729 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		
PROCESSID 7777 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		
Office Processes					
Process Scope	Roll Task Roll Audit	Risk	Action	* Notes	
PROCESSID 5853 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		
PROCESSID 5856 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		
PROCESSID 5878 Emptying of the recycling and waste bins into external bin for refuse collectors	Task: 225 Office Processes 338347 Audit :532 in terms	Freq 1 Risk 1 Overall 1	Task 1W		
PROCESSID 5900 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		
PROCESSID 5912 To put the recycling bins out	Task: 107 Goods Out 337986 Audit :	Freq 3 Risk 1 Overall 3	Task 2W		
PROCESSID 7706	Task: 519	Freq 2	Task		

3383637 in terms

Updating of anti-virus software and scanning computers for viruses	Office Processes Audit :	Risk 2 Overall 4	1 W			
PROCESSID 7802 Cleaning the kitchen surfaces to ensure they are fit for use 338379 in terms	Task: 655 Office Processes 338478 Audit :656 Office Processes	Freq 1 Risk 1 Overall 1	Task 1 W Audit 2 W			
PROCESSID 7803 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 1 W Audit 1 M			
PROCESSID 7804 To sweep the kitchen floor and clear and mess ready for mopping	Task: 659 Office Processes 338380 Audit :662 Company Secretary 336983	Freq 1 Risk 1 Overall 1	Task 1 W Audit 1 M			
PROCESSID 7805 Emptying of the recycling and waste bins into external bin for refuse collection Diasbled currently - have Global task on bins	Task: 225 Office Processes 338347 Audit :661 in terms	Freq 1 Risk 1 Overall 1	Task 1 W			
PROCESSID 7806 To water the plants and ensure their survival	Task: 663 Company Secretary 338381 Audit :664	Freq 1 Risk 1 Overall 1	Task 1 W			
PROCESSID 7910 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 12 M			

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)