

# Internal Audit Check list

## VANDAGRAPH SENSOR TECHNOLOGIES LTD

### AUDIT OF AUDITS

Created:	17/May 1995	<b>Audit No 21</b>	
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Audit Date	27-12-24	Auditor Derek Lamb	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:20 15.5.3	<p><b>Organizational roles, responsibilities and authorities</b></p> <p>Top management shall ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood within the organization.</p> <p>Top management shall assign the responsibility and authority for:</p> <ul style="list-style-type: none"> <li>a) ensuring that the quality management system conforms to the requirements of this International Standard;</li> <li>b) ensuring that the processes are delivering their intended outputs;</li> <li>c) reporting on the performance of the quality management system and on opportunities for improvement (see 10.1), in particular to top management;</li> <li>d) ensuring the promotion of customer focus throughout the organization;</li> <li>e) ensuring that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.</li> </ul>	<i>Roles and processes</i> <i>Management Review</i> <i>Procedures</i> <i>Reviews</i>
VST Ltd ISO9001:20 15.9.2.1	<p>The organization shall conduct internal audits at planned intervals to provide information on whether the quality management system:</p> <ul style="list-style-type: none"> <li>a) conforms to:           <ul style="list-style-type: none"> <li>1) the organization's own requirements for its quality management system;</li> <li>2) the requirements of this International Standard;</li> </ul> </li> <li>b) is effectively implemented and maintained.</li> </ul>	<i>Audit calendar</i> <i>Route Map management Review</i>
VST Ltd ISO9001:20 15.9.2.2	<p>The organization shall:</p> <ul style="list-style-type: none"> <li>a) plan, establish, implement and maintain an audit programme(s) including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the importance of the processes concerned, changes affecting the organization, and the results of previous audits;</li> <li>b) define the audit criteria and scope for each audit;</li> <li>c) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;</li> <li>d) ensure that the results of the audits are reported to relevant management;</li> <li>e) take appropriate correction and corrective actions without undue delay;</li> <li>f) retain documented information as evidence of the implementation of the audit programme and the audit results.</li> </ul> <p>NOTE See ISO 19011 for guidance.</p>	<i>Route Map</i> <i>Audit calendar</i> <i>Management Review</i>

TO BE COMPLETED LAST IN THE ANNUAL AUDIT CALENDAR

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	<b>QUESTION:</b>	<b>RESPONSE:</b>	<b>Y/N</b>
1	Are there any audits outstanding.	339678	
2	Are there any related issues outstanding to the audits.	ALL Done	Y
3	Are there any corrective actions not signed off.	NO	N
4	Are there any follow up actions not completed.	NO	N
5	Is each audit properly numbered and dated.	Yes	Y
6	Has each audit got the current years processes linked to it. Are audit processes updated annually.	Yes	Y
7	Is each audit correctly signed off.	Yes	Y
8	Have results of audits been brought to the attention of the person responsible where appropriate.	Yes	Y
9	Is there evidence that the frequency of audits should be changed.	NO	N

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

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### List Processes Per Title

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Share Holder	Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
	PROCESSID 7862 Review The Audit Calendar Screen	Task: 348376+ Audit :173 Managing Director	Freq 1 Risk 1 Overall 1	Audit 12M		
Managing Director	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 : 350936+ within terms.	Freq 1 Risk 1 Overall 1	Task 12M		
ISO Controller	PROCESSID 7093 Review of outstanding Audits	Task: 725 350935+ Managing Director within terms. Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
Humanmed Controller	Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes

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PROCESSID 7670 Review of Humanmed sales and orders and clear any duplicates or problems.	Task: 611 Audit :	Freq 3 Risk 1 Overall 3			
<b>Audits</b>					
<b>Process Scope</b>	<b>Roll Task</b> <b>Roll Audit</b>	<b>Risk</b>	<b>Action</b>	*	Notes
PROCESSID 7731 To carry out Audit 21 Audit Of Audit Viamed	Task: 348376 Audit :173 * within terms. Managing Director	Freq 1 Risk 2 Overall 2	Audit 12M		
PROCESSID 7779 To carry out Audit 21 Audit Of Audit VST	Task: 348378y Audit :192 Managing Director	Freq 1 Risk 2 Overall 2	Audit 12M		

Rolling Tasks Linked to Document :Task (173) Task (192) Task (730) Task (725) Task (611)