Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGY LTD DOCUMENT CONTROL

Created:	17/May 1995	**Audit No 10**	
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Audit Date	10-6-25	Auditor Helen Lamb	

Documentation control is being moved from a paper system to Intrastats
Many of the questions asked are now superfluous as the checks are carried out automatically,
and recorded automatically. The hard copies are being replaced and Archived.

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 10.2.1	When a nonconformity occurs, including any arising from complaints, the organization shall: a) react to the nonconformity and, as applicable: 1) take action to control and correct it; 2) deal with the consequences; b) evaluate the need for action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere, by: 1) reviewing and analysing the nonconformity; 2) determining the causes of the nonconformity; 3) determining if similar nonconformities exist, or could potentially occur; c) implement any action needed; d) review the effectiveness of any corrective action taken; e) update risks and opportunities determined during planning, if necessary; f) make changes to the quality management system, if necessary. Corrective actions shall be appropriate to the effects of the nonconformities encountered.	Procedures Review meetings Roles + tasks Complaints Doc index
VST Ltd ISO9001:2015 10.2.2	The organization shall retain documented information as evidence of: a) the nature of the nonconformities and any subsequent actions taken; b) the results of any corrective action.	Customer complaints Doc index
VST Ltd ISO9001:2015 10.3	**Continual improvement** The organization shall continually improve the suitability, adequacy and effectiveness of the quality management system. The organization shall consider the results of analysis and evaluation, and the outputs from management review, to determine if there are needs or opportunities that shall be addressed as part of continual improvement.	Management Review Doc index
VST Ltd ISO9001:2015 4.4.1	**Quality management system and its processes** The organization shall establish, implement, maintain and continually improve a quality management system, including the processes needed and their interactions, in accordance with the requirements of this International Standard. The organization shall determine the processes needed for the quality management system and their application throughout the organization, and shall: a) determine the inputs required and the outputs expected from these processes; b) determine the sequence and interaction of these processes;	Route Map Roles + tasks QA System Resources required. HSE Questions

	c) determine and apply the criteria and methods (including monitoring, measurements and related performance indicators) needed to ensure the effective operation and control of these processes; d) determine the resources needed for these processes and ensure their availability; e) assign the responsibilities and authorities for these processes; f) address the risks and opportunities as determined in accordance with the requirements of 6.1; g) evaluate these processes and implement any changes needed to ensure that these processes achieve their intended results; h) improve the processes and the quality management system	*Risk assessments.* *feedback procedures*
VST Ltd ISO9001:2015 4.4.2	**Quality management system and its processes** To the extent necessary, the organization shall: a) maintain documented information to support the operation of its processes; b) retain documented information to have confidence that the processes are being carried out as planned.	*Doc index* *Roles + tasks* *Management Review*
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.	*Issues* *Feedback* *Roles + tasks*
VST Ltd ISO9001:2015 5.2.2	**Communicating the quality policy** The quality policy shall: a) be available and be maintained as documented information; b) be communicated, understood and applied within the organization; c) be available to relevant interested parties, as appropriate.	*Doc index*
VST Ltd ISO9001:2015 6.2.1	The organization shall establish quality objectives at relevant functions, levels and processes needed for the quality management system. The quality objectives shall: a) be consistent with the quality policy;	*Doc index* *management review*

	b) be measurable; c) take into account applicable requirements; d) be relevant to conformity of products and services and to enhancement of customer satisfaction; e) be monitored; f) be communicated; g) be updated as appropriate. The organization shall maintain documented information on the quality objectives	Roles + tasks QA system Required Reading
VST Ltd ISO9001:2015 6.3	**Planning of changes** When the organization determines the need for changes to the quality management system, the changes shall be carried out in a planned manner (see 4.4). The organization shall consider: a) the purpose of the changes and their potential consequences; b) the integrity of the quality management system; c) the availability of resources; d) the allocation or reallocation of responsibilities and authorities.	Feedback Risk assessments Doc index Roles + tasks
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.	Meetings QA system Procedures Feedback. IT system HSE Questionare
VST Ltd ISO9001:2015 7.1.5.2	**Measurement traceability** When measurement traceability is a requirement, or is considered by the organization to be an essential part of providing confidence in the validity of measurement results, measuring equipment shall be: a) calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; when no such standards exist, the basis used for calibration or verification shall be retained as documented information; b) identified in order to determine their status; c) safeguarded from adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurement results. The organization shall determine if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose, and shall take appropriate action as necessary.	Doc index QA system Supplier Review Management Review
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.	Staff Experience Doc index Feedback PMS

	NOTE 1 Organizational knowledge is knowledge specific to the organization; it is 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 7.4	**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.	Doc index management Review Roles + tasks Procedures
VST Ltd ISO9001:2015 7.5.1	**General** 7.5.1 General The organization's quality management system shall include: a) documented information required by this International Standard; b) documented information determined by the organization as being necessary for the effectiveness of the quality management system. NOTE The extent of documented information for a quality management system can differ from one organization to another due to: — the size of organization and its type of activities, processes, products and services; — the complexity of processes and their interactions; — the competence of persons.	Route map Audits VOP CPM Roles + tasks
VST Ltd ISO9001:2015 7.5.2	**Creating and updating** 7.5.2 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 Doc procedures
VST Ltd ISO9001:2015 7.5.3	**Control of documented information**	
VST Ltd ISO9001:2015 7.5.3.1	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 Roles + tasks procedures
VST Ltd ISO9001:2015	For the control of documented information, the organization shall address the following activities, as applicable:	

7.5.3.2	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 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 management Review Route map Doc index QA procedures
VST Ltd ISO9001:2015 8.2.4	Changes to requirements for products and services The organization shall ensure that relevant documented information is amended, and that relevant persons are made aware of the changed requirements, when the requirements for products and services are changed.	Doc index required reading.
VST Ltd ISO9001:2015 8.3.2	**Design and development planning** In determining the stages and controls for design and development, the organization shall consider: a) the nature, duration and complexity of the design and development activities; b) the required process stages, including applicable design and development reviews; c) the required design and development verification and validation activities;	Doc index Tech files marketing index meetings

	d) the responsibilities and authorities involved in the design and development process; e) the internal and external resource needs for the design and development of products and services; f) the need to control interfaces between persons involved in the design and development process; g) the need for involvement of customers and users in the design and development process; h) the requirements for subsequent provision of products and services; i) the level of control expected for the design and development process by customers and other relevant interested parties; j) the documented information needed to demonstrate that design and development requirements have been met.	Supplier Review Issues Feedback.
VST Ltd ISO9001:2015 8.3.4	**Design and development controls** The organization shall apply controls to the design and development process to ensure that: a) the results to be achieved are defined; b) reviews are conducted to evaluate the ability of the results of design and development to meet requirements; c) verification activities are conducted to ensure that the design and development outputs meet the input requirements; d) validation activities are conducted to ensure that the resulting products and services meet the requirements for the specified application or intended use; e) any necessary actions are taken on problems determined during the reviews, or verification and validation activities; f) documented information of these activities is retained. NOTE Design and development reviews, verification and validation have distinct purposes. They can be conducted separately or in any combination, as is suitable for the products and services of the organization.	QA System Doc index Tech files Procedures marketing index PMS Feedback
VST Ltd ISO9001:2015 8.3.5	**Design and development outputs** The organization shall ensure that design and development outputs: a) meet the input requirements; b) are adequate for the subsequent processes for the provision of products and services; c) include or reference monitoring and measuring requirements, as appropriate, and acceptance criteria; d) specify the characteristics of the products and services that are essential for their intended purpose and their safe and proper provision. The organization shall retain documented information on design and development outputs.	Review meetings marketing index Doc index Tech files Feedback PMS
VST Ltd ISO9001:2015 9.1.1	**General** The organization shall determine: a) what needs to be monitored and measured; b) the methods for monitoring, measurement, analysis and evaluation needed to ensure valid results; c) when the monitoring and measuring shall be performed; d) when the results from monitoring and measurement shall be analysed and evaluated. The organization shall evaluate the performance and the effectiveness of the quality management system.	Doc index marketing index Procedures

	The organization shall retain appropriate documented information as evidence of the results.	
VST Ltd ISO9001:2015 9.2.2	The organization shall: 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; b) define the audit criteria and scope for each audit; c) select auditors and conduct audits to ensure objectivity and the impartiality of the audit process; d) ensure that the results of the audits are reported to relevant management; e) take appropriate correction and corrective actions without undue delay; f) retain documented information as evidence of the implementation of the audit programme and the audit results. NOTE See ISO 19011 for guidance.	*Audit calendar Route map management review Issues Training files*

	QUESTION:	RESPONSE:	
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory. *Nothing outstanding*		Y
2	Is there sole responsibility for company procedures and other documentation.	IT director has sole access to Intrastats system	Y
3	Verify that documentation is checked prior to formal approval and issue and authorisation is unique.	Intrastats	Y
4	Verify that all personnel have access to their relevant areas of the documentation.	Intrastats	Y
5	Verify that amendments can be requested and are controlled by Date issue. are updated Electronically and old copies Archived.	Intrastats	Y
6	Check that the C.E. files are maintained by sole responsibility.		Y
7	Check that obsolete data in the files is Archived	Intrastats also Archives store	Y
8	Are manufacturers data sheets supplied the latest issue. Supplier Review.	Intrastats	Y
9	Verify that checks are made to ascertain the latest issue data sheets are supplied after design change / modification (from suppliers).	Intrastats	Y
10	Are Intrastat documents regularly backed-up and secure offsite Task ID (452) *363210 ✓*	Intrastats – Roles and Responsibilities. Task ID (452)	Y
11	Check that the document register is complete and adequate.	Intrastats	Y
12	Verify that records are easily retrievable for information and analysis.	Intrastats on workstation	Y

13	Are printed copies of production procedures the latest issue status.	No printed copies	Y
14	Is the procedure for ensuring only the latest issue of drawings and documentation available working correctly Check 6 items in the Index. Task ID (371) 365236✓	Intrastats. Task ID (371)	Y
15	Are quality records properly filed and easily retrievable.	Intrastats	Y
16	Is the Company procedures Manual the latest version.	Intrastats	Y
17	Has the organisation chart changed.		No
18	Has the responsibility descriptions changed.	Intrastats – Roles and Responsibilities	No
19	Stock linked document – have documents been linked to stock correctly. ISO – Document Index Admin – Complete Amendment Log – look down the list for stock related documents, then see if the stock link is present. The list shows the last 3 months.		Y
20	Duplicate Documents – Task ID (370) – ISO – Documentation Index Admin – find duplicate files. This should be empty. Make a note of the number and dates. 364600✓		Y

Sub Processes Linked to Audit 10
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 **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 366211✓ Managing Director Audit :561 363768✓ Company Secretary		Freq 3 Risk 1 Overal l 3	Task 1M Audit 12M		

ISO Controller						
Process Scope	**Roll Task** **Roll Audit**		**Risk**	**Action**	*	Notes
PROCESSID **5890** Ensure the online available copies of our ISO	Task: 463 366646 – in term Marketing Processes	✓	Freq 3 Risk 1	Task 1M Audit 6M		

standards are upto date

| | Audit :464 350906 ✓
 Managing Director | Overal 1 3 | | | |

IT Controller

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID **44** Encrypt data sent back and forth to Intrastats so it can be used off site	Task: 412 339687 ✓ Managing Director Audit : /	Freq 1 Risk 1 Overal 1 1	Task 12M		
PROCESSID **52** Keeps a month or so backup emails	Task: 368 Audit :417	Freq 2 Risk 1 Overal 1 2			
PROCESSID **53** Maintain the Online Email boxes currently Google and Goldmine	Task: Audit :902 36689 ✓ Marketing Processes	Freq 1 Risk 1 Overal 1 1	Audit 1W		
PROCESSID **7126** Fix general errors in intrastats such as Spelling errors or columns not lining up	Task: 458 366225 ✓ Managing Director Audit :	Freq 2 Risk 1 Overal 1 2	Task 1M		
PROCESSID **7129** Update the online Cross reference guides with latest intrastats data.	Task: 462 366476 ✓ Managing Director Audit :457 364981+ Director 3 (Steve) in terms	Freq 3 Risk 1 Overal 1 3	Task 1M Audit 3M		
PROCESSID **7130** To Review the L Drive Library is in sync with Intrastats Documentation TASK DISCONTIUNED, L Drive has been replaced with Intrastats	Task: 791 Audit :	Freq 3 Risk 1 Overal 1 3			
PROCESSID **7672** To take a copy of the important data off-site thats not being automatically backup by the system, Currently T Drive being the primary files to be backed up. Changed routine to Monthly, as only T drive is now being backed up, all other files automatically being backed up remotely	Task: 452 366100 x Office Processes in terms Audit :453 365788 ✓ Company Secretary	Freq 2 Risk 2 Overal 1 4	Task 1M Audit 3M		
PROCESSID **7700** Maintain Domains for websites	Task: 510 364796 + Office Processes in terms Audit :	Freq 3 Risk 1 Overal 1 3	Task 1M		
PROCESSID **7739**	Task: 562 366354 ✓	Freq 2	Task 1W		

Intrastat Changes updates. Logging system to enable roll back should anything break	Managing Director Audit :	Risk 1 Overal 1 2			
PROCESSID **7987** To Export Telephone logs from the phone system to intrastats	Task: 1120 _366518_ Managing Director Audit :1121 _363012_ Company Secretary	Freq 1 Risk 1 Overal 1 1	Task 1W Audit 6M		

Maintenance Controller

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID **8039** Weee Report Due Vandagraph Annual	Task: 77 _350823_ Managing Director Audit :	Freq 1 Risk 1 Overal 1 1	Task 12M		

Documentation And Records Controller

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID **59** Check the Document Index for any out of date documents,	Task: 371 _365236_ Managing Director Audit :372 _357077_ Company Secretary	Freq 3 Risk 1 Overal 1 3	Task 1M Audit 6M		
PROCESSID **5851** Removal of Duplicate documents	Task: 370 _364600+_ Office Processes _in terms_ Audit :369 _356325_ Company Secretary	Freq 3 Risk 1 Overal 1 3	Task 1M Audit 6M		
PROCESSID **5940** Generate the Thumbs nails for the document Index	Task: 155 _366213_ Managing Director Audit :	Freq 2 Risk 1 Overal 1 2	Task 1M		
PROCESSID **7992** Remind staff to supply any new coshh and or datasheet to technical manager to be added to the system.	Task: 1129 _355069_ Company Secretary Audit :1130 _356883_ Managing Director	Freq 1 Risk 1 Overal 1 1	Task 12M Audit 12M		
PROCESSID **8001** Verifiy stock is being linked to documents when required	Task: 1147 _357984_ Managing Director Audit :1148 _332579_ Company Secretary	Freq 1 Risk 1 Overal 1 1	Task 12M Audit 12M		
PROCESSID **8032** Review contact related external documents confirm current versions	Task: 1223 _365147_ Managing Director Audit :1224 _357173_ Office Processes	Freq 1 Risk 1 Overal 1 1	Task 1M Audit 6M		

Process Scope	Roll Task / Roll Audit	Risk	Action	*	Notes
PROCESSID 8050 Master Indemnity Register Viameds products and public liability insurance renews every year on 29th June. Send proof of insurance (To Whom It May Concern letter obtained from Thomas Cook and Son) to the following contacts to maintain our registration on the Department of Health Master Indemnity Register and the regional registers: - Department of Health (covers England, Wales and NI) - mia@dhsc.gov.uk cc pat.kavanagh@dhsc.gov.uk - Health Facilities Scotland - central mailbox for all NHS Scotland MIA correspondence nss.miascotland@nhs.scot - NHS Wales Shared Services Partnership - Procurement Services - MIAWales@wales.nhs.uk cc matthew.jurjavcic@wales.nhs.uk	Task: 214 333819 ✓ UK Sales Controller Audit :1290 Company Secretary	Freq 1 Risk 1 Overal l 1	Task 12M Audit 12M		
PROCESSID 8053 Document in intrastats vm3cop02.1 Whos Who check its current and upto date	Task: 321 357768 ✓ Company Secretary Audit :	Freq 1 Risk 1 Overal l 1	Task 6M		

Product Controller

Process Scope	Roll Task / Roll Audit	Risk	Action	*	Notes
PROCESSID 7863 To confirm the current repairs codes for various products in the system are up to date and available to office members of staff.	Task: 772 343070 ✓ Director 3 (Steve) Audit :773 304679 ✓ Managing Director	Freq 1 Risk 1 Overal l 1	Task 12M Audit 24M		

Sales Controller

Process Scope	Roll Task / Roll Audit	Risk	Action	*	Notes
PROCESSID 8029 Send Inter Company Invoices to Jean. Download from sales page and email.	Task: 1214 365862 ✓ Managing Director Audit :1217 338257 ✓ Company Secretary	Freq 1 Risk 1 Overal l 1	Task 1M Audit 12M		

Audits

Process Scope	Roll Task	Risk	Action	*	Notes

	Roll Audit					
PROCESSID **7722** To carry out Audit 10 Documentation Control Viamed	Task: Audit :27 *366637 This Audit* Company Secretary	Freq 1 Risk 2 Overal 1 2	Audit 12M			
PROCESSID **7770** To carry out Audit 10 Documentation Control VST	Task: *This Audit* Audit :183 *366639* Company Secretary	Freq 1 Risk 2 Overal 1 2	Audit 12M			

Accounts Processes

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID **7922** To back up Journals and other docs that have been saved in Emilys users folder. Journal are checked monthly so they need to be in the Journals folder to be able to be checked.	Task: 934 Audit :	Freq 1 Risk 2 Overal 1 2			

Office Processes

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID **9** Distribute recieved faxs	Task: 824 Audit :	Freq 1 Risk 1 Overal 1 1			
PROCESSID **10** Distribute Emails	Task: Audit :366 *364599* Managing Director	Freq 3 Risk 1 Overal 1 3	Audit 1M		
PROCESSID **11** Distibuting incoming post to correct person	Task: 599 *367011* Company Secretary Audit :	Freq 3 Risk 1 Overal 1 3	Task 1D		
PROCESSID **15** Paperwork to be filed in the correct order	Task: 567 *366997* Company Secretary Audit :1242 *334120* Managing Director	Freq 1 Risk 1 Overal 1 1	Task 31D Audit 12M		
PROCESSID **5901** To link new calls to Contacts in the CRM	Task: 404 *366469 x in terns.* Office Processes Audit :405 *364897* Company Secretary	Freq 2 Risk 1 Overal 1 2	Task 1W Audit 1M		
PROCESSID **7693** Collect the filing form the warehouse	Task: 506 *366997* Goods Out	Freq 1 Risk 1	Task 1W Audit 1M		

	Audit :507 ~~365312~~ × Office Processes *in terms*	Overal 1 1					
PROCESSID 7699 Shredding of sensitive information	Task: 508 366998 × Office Processes *in terms* Audit :509 365121 ✓ Office Processes	Freq 1 Risk 1 Overal 1 1	Task 2W Audit 1M				
PROCESSID 7705 Checking if a customer has uploaded an order directly to our website	Task: 517 Audit :518	Freq 2 Risk 2 Overal 1 4					
PROCESSID 7711 Download the most recent bank statement from the bank website	Task: 526 367002 ✓ Office Processes Audit :527 367003 ✓ Company Secretary	Freq 2 Risk 1 Overal 1 2	Task 1D Audit 1W				

Rolling Tasks Linked to Document :Task (27) Task (824) Task (366) Task (599) Task (567) Task (404) Task (506) Task (508) Task (517) Task (526) Task (371) Task (370) Task (155) Task (368) Task (902) Task (458) Task (462) Task (791) Task (452) Task (510) Task (562) Task (114) Task (412) Task (463) Task (772) Task (934) Task (1120) Task (1129) Task (1147) Task (1214) Task (1223) Task (77) Task (214) Task (321) Task (183)