Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD
ANALYSIS OF DATA

Created:	17/May 1995	**Audit No 23**	
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Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
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.	
VST Ltd ISO9001:2015 7.5.3	**Control of documented information**	
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).	

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	QUESTION:	RESPONSE:	Y/N
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.		
2	Check that the information register is complete and correct. Intrastats Document Index		
3	Verify that meetings take place to the required periodicity. Intrastats – Meeting – Host Meeting – Review Page		
4	Check that the correct personnel are involved in these meetings.	Roles and Responsibilities	
5	Verify that minutes are filed accordingly. Intrastats – Meeting – Host Meeting – check History and then click the Meeting Title.		
6	Do the meetings produce subsequent personnel plans of action.		
7	Are these actions followed up in a timely manner. Task ID 746. Yearly Management Review.		
8	Check that relevant information and data is collated for further presentation. Intrastats		

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

Clone from Docid

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Share Holder

Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID **7862** Review The Audit Calendar Screen	Task: Audit :173 Managing Director	Freq 1￼Risk 1￼Overall 1	Audit 12M		

Managing Director

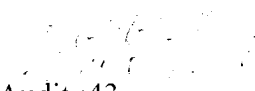| Process Scope	Roll Task Roll Audit	Risk	Action	*	Notes
PROCESSID **26** Overview of the Company using various data Reporting Screens	Task: 114 ￼Managing Director ￼Audit :	Freq 3￼Risk 1￼Overall 3	Task 1M		
PROCESSID **27** To review and close all automatic rolling Issues. Including all rolling tasks and audits	Task: 290 ￼Managing Director ￼Audit :775 ￼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 ￼Managing Director ￼Audit :561 ￼Company Secretary	Freq 3￼Risk 1￼Overall 3	Task 1M Audit 12M		
PROCESSID **6931** Review the Customer Complaints Heading	Task: 728 ￼Managing Director ￼Audit :774 ￼Company Secretary	Freq 1￼Risk 3￼Overall 3	Task 1W Audit 6M		
PROCESSID **7070** To discuss any problems, to assess work load and staffing.	Task: 83 ￼Managing Director	Freq 2￼Risk 1￼Overall 2	Task 3M		

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To review issues.	Audit :		
PROCESSID **7713** Ensure All tasks allocated to active Members of staff,	Task: 548 Managing Director Audit :1218 Company Secretary	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M
PROCESSID **7830** To review the Quantities of Failed product per Stock reference Passing through the Q.A. system	Task: 727 Goods In Audit :729 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 Managing Director Audit :784 Company Secretary	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M
PROCESSID **7838** Review Customer Feedback Negative	Task: 739 Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M
PROCESSID **7839** To Review Viamed Customer Complaints	Task: 737 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 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 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 Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M
PROCESSID **7843** To review Negative feedback form Products	Task: 742 Managing Director	Freq 3 Risk 1 Overall 3	Task 1M

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see if Non Conformance or customer Complaints need to be raise	Audit :				
PROCESSID **7849** Review the Customer Returns and Review Product Failures New Codes	Task: 750 Managing Director Audit :751 Director 3 (Steve)	Freq 1 Risk 3 Overall 3	Task 1W Audit 3M		

ISO Controller

Process Scope	**Roll Task Roll Audit**	**Risk**	**Action**	*	Notes
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.	Task: 50 Managing Director Audit :14 Company Secretary	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 Company Secretary Audit :1088 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 Company Secretary Audit :959 Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		

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Audits

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

Rolling Tasks Linked to Document :Task (43) Task (185) Task (290) Task (728) Task (114) Task (83) Task (743) Task (750) Task (727) Task (548) Task (737) Task (739) Task (741) Task (738) Task (740) Task (742) Task (50) Task (958) Task (76) Task (173)