

Internal Audit Check list			
VANDAGRAPH SENSOR TECHNOLOGIES LTD			
ANALYSIS OF DATA			
Created:	17/May 1995	Audit No 23	
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Audit Date	4-8-25	Auditor Helen Lamb	

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: <ul style="list-style-type: none"> 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 Procedure
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: <ul style="list-style-type: none"> a) determining the requirements for the products and services; b) establishing criteria for: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 Risk Map Doc Index Calibration Index QA Roles + tasks

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	QUESTION:	RESPONSE:	Y/N
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory. <i>No non conformance.</i>	<i>Nothing outstanding</i>	<i>Y</i>
2	Check that the information register is complete and correct. Intrastats Document Index		<i>Y</i>
3	Verify that meetings take place to the required periodicity. Intrastats – Meeting – Host Meeting – Review Page		<i>Y</i>
4	Check that the correct personnel are involved in these meetings.	Roles and Responsibilities	<i>Y</i>
5	Verify that minutes are filed accordingly. Intrastats – Meeting – Host Meeting – check History and then click the Meeting Title.		<i>Y</i>
6	Do the meetings produce subsequent personnel plans of action.		<i>Y</i>
7	Are these actions followed up in a timely manner. Task ID 746. Yearly Management Review. <i>371466</i>	<i>in terms Done Nov 24</i>	<i>Y</i>
8	Check that relevant information and data is collated for further presentation. Intrastats		<i>Y</i>

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	*	N ot es	
PROCESSID 7862 Review The Audit Calendar Screen	Task: 348376 Audit :173 Managing Director	Freq 1 Risk 1 Overall 1	Audit 12M			
Managing Director						
Process Scope	Roll Task Roll Audit	Risk	Action	*	N ot es	
PROCESSID 26 Overview of the Company using various data Reporting Screens	Task: 114 371755 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 372007 Managing Director Audit :775 361883 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 371755 Managing Director Audit :561 343768 Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M			
PROCESSID 6931 Review the Customer Complaints Heading	Task: 728 372263 Managing Director infons Audit :774 362993 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 371418 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 370287 Managing Director ✓ Audit : 1218 368763 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 371658 ✓ Audit : 729 371465 ✓ 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 342446 ✓ Managing Director Audit : 784 345612 ✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		
PROCESSID 7838 Review Customer Feedback Negative	Task: 739 370437 ✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7839 To Review Viamed Customer Complaints	Task: 737 370435 ✓ 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 370438 ✓ 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 370436 ✓ 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 370439 ✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M		
PROCESSID 7843 To review Negative feedback form Products	Task: 742 370440 ✓ 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 372137 Managing Director Audit :751 371468 Director 3 (Steve)	Freq 1 Risk 3 Overall 3	Task 1W Audit 3M		
ISO Controller					
Process Scope	Roll Task Roll Audit	Risk	Action	*	N ot es
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 371605 Managing Director Audit :14 362859 Company Secretary	Freq 1 Risk 3 Overall 3	Task 2M Audit 12M		
Documentation And Records Controller					
Process Scope	Roll Task Roll Audit	Risk	Action	*	N ot es
PROCESSID 7969 To report official weee waste Weights we have placed in the Markets	Task: 76 350822 Company Secretary Audit :1088 371488 Managing Director	Freq 1 Risk 3 Overall 3	Task 12M Audit 12M		
Data Protection Officer					
Process Scope	Roll Task Roll Audit	Risk	Action	*	N ot es
PROCESSID 7930 Flow of GDPR Data through the companys	Task: 958 358447 Company Secretary Audit :959 361423 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: <i>369652</i> <i>Audit issue</i> Audit :43 Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		
PROCESSID 7781 To carry out Audit 23 Analysis Of Data VST	Task: <i>Audit issue</i> <i>369656</i> 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)