

# Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD

ANALYSIS OF DATA

Created:	17/May 1995	<b>Audit No 23</b>	
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Audit Date	6-8-25	Auditor <i>He/er Lamb</i>	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.5.2	<p><b>Creating and updating</b></p> <p>7.5.2 Creating and updating</p> <p>When creating and updating documented information, the organization shall ensure appropriate:</p> <ul style="list-style-type: none"> <li>a) identification and description (e.g. a title, date, author, or reference number);</li> <li>b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic);</li> <li>c) review and approval for suitability and adequacy.</li> </ul>	<i>Doc index</i> <i>Doc Procedure</i>
VST Ltd ISO9001:2015 7.5.3	<b>Control of documented information</b>	
VST Ltd ISO9001:2015 8.1	<p><b>Operational planning and control</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>a) determining the requirements for the products and services;</li> <li>b) establishing criteria for:           <ul style="list-style-type: none"> <li>1) the processes;</li> <li>2) the acceptance of products and services;</li> <li>c) determining the resources needed to achieve conformity to the product and service requirements;</li> <li>d) implementing control of the processes in accordance with the criteria;</li> <li>e) determining, maintaining and retaining documented information to the extent necessary:           <ul style="list-style-type: none"> <li>1) to have confidence that the processes have been carried out as planned;</li> <li>2) to demonstrate the conformity of products and services to their requirements.</li> </ul> </li> </ul> <p>The output of this planning shall be suitable for the organization's operations.</p> <p>The organization shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.</p> <p>The organization shall ensure that outsourced processes are controlled (see 8.4).</p> </li></ul>	<i>Feedback Management</i> <i>Plan</i> <i>Route Map</i> <i>Doc index</i> <i>Calibration index</i> <i>QA</i> <i>Roles + tasks</i>

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	<b>QUESTION:</b>	<b>RESPONSE:</b>	<b>Y/N</b>
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory. <i>No non conformances.</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>X</i>
7	Are these actions followed up in a timely manner. Task ID 746. Yearly Management Review.	<i>37166 last in terms Done Nov 24</i>	<i>Y</i>
8	Check that relevant information and data is collated for further presentation.  Intrastats		<i>X</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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<b>Share Holder</b>						
<b>Process Scope</b>		<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	*	<b>Notes</b>
PROCESSID 7862 Review The Audit Calendar Screen		Task: 348376 Audit :173 Managing Director	Freq 1 Risk 1 Overall 1	Audit 12M		
<b>Managing Director</b>						
<b>Process Scope</b>		<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	*	<b>Notes</b>
PROCESSID 26 Overview of the Company using various data Reporting Screens		Task: 114 371755 Managing Director	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	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	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M		
PROCESSID 6931 Review the Customer Complaints Heading		Task: 728 372263 Managing Director	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 :			
<b>PROCESSID 7713</b> 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	
<b>PROCESSID 7830</b> 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	
<b>PROCESSID 7837</b> 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	
<b>PROCESSID 7838</b> Review Customer Feedback Negative	Task: 739 370437 Managing Director ✓ Audit :	Freq 3 Risk 1 Overall 3	Task 1M	
<b>PROCESSID 7839</b> To Review Viamed Customer Complaints	Task: 737 370435 Managing Director ✓ Audit :	Freq 3 Risk 1 Overall 3	Task 1M	
<b>PROCESSID 7840</b> 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	
<b>PROCESSID 7841</b> 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	
<b>PROCESSID 7842</b> 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	
<b>PROCESSID 7843</b> 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 :				
<b>PROCESSID 7849</b> Review the Customer Returns and Review Product Failures New Codes	Task: 750 <i>372132</i> Managing Director ✓ Audit :751 <i>371468</i> Director 3 (Steve)	Freq 1 Risk 3 Overall 3	Task 1W Audit 3M		
<b>ISO Controller</b>					
<b>Process Scope</b>	<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	*	Notes
<b>PROCESSID 7071</b> The process by which review 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 <i>371605</i> Managing Director ✓ Audit :14 <i>362859</i> Company Secretary	Freq 1 Risk 3 Overall 3	Task 2M Audit 12M		
<b>Documentation And Records Controller</b>					
<b>Process Scope</b>	<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	*	Notes
<b>PROCESSID 7969</b> To report official weee waste Weights we have placed in the Markets	Task: 76 <i>350822</i> Company Secretary Audit :1088 <i>371488</i> Managing Director	Freq 1 Risk 3 Overall 3	Task 12M Audit 12M		
<b>Data Protection Officer</b>					
<b>Process Scope</b>	<b>Roll Task Roll Audit</b>	<b>Risk</b>	<b>Action</b>	*	Notes
<b>PROCESSID 7930</b> Flow of GDPR Data through the companys	Task: 958 <i>358647</i> Company Secretary Audit :959 <i>361423</i> Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		

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<b>Audits</b>		<b>Roll Task</b> <b>Roll Audit</b>	<b>Risk</b>	<b>Action</b>	*	<b>Notes</b>
<b>Process Scope</b>						
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</i> <i>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)