

Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD HEALTH AND SAFETY, WORKING CONDITIONS AND BUILDING FABRIC ISSUES

Created:	17/May 1995	Audit No 19	
Audit Date	28-8-25	Auditor Helen Lamb	Page 1 of 10

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.1.3	<p>Infrastructure</p> <p>The organization shall determine, provide and maintain the infrastructure necessary for the operation of its processes and to achieve conformity of products and services.</p> <p>NOTE Infrastructure can include:</p> <ul style="list-style-type: none"> a) buildings and associated utilities; b) equipment, including hardware and software; c) transportation resources; d) information and communication technology. 	<p>Feedback QA system Reg readings CPM</p> <p>Management reviews.</p>
VST Ltd ISO9001:2015 7.1.4	<p>Environment for the operation of processes</p> <p>The organization shall determine, provide and maintain the environment necessary for the operation of its processes and to achieve conformity of products and services.</p> <p>NOTE A suitable environment can be a combination of human and physical factors, such as:</p> <ul style="list-style-type: none"> a) social (e.g. non-discriminatory, calm, non-confrontational); b) psychological (e.g. stress-reducing, burnout prevention, emotionally protective); c) physical (e.g. temperature, heat, humidity, light, airflow, hygiene, noise). <p>These factors can differ substantially depending on the products and services provided.</p>	<p>Feedback HS Questionnaire Reg readings CPM Staff reviews Management Renew</p>
VST Ltd ISO9001:2015 7.2	<p>Competence</p> <p>7.2 Competence</p> <p>The organization shall:</p> <ul style="list-style-type: none"> a) determine the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the quality management system; b) ensure that these persons are competent on the basis of appropriate education, training, or experience; c) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken; d) retain appropriate documented information as evidence of competence. <p>NOTE Applicable actions can include, for example, the provision of training to, the mentoring of, or the reassignment of currently employed persons; or the hiring or contracting of competent persons.</p>	<p>Review meetings Appraisals Training records Roles + tasks Doc index</p>
VST Ltd ISO9001:2015 7.3	<p>Awareness</p> <p>The organization shall ensure that persons doing work under the organization's control are aware of:</p>	Doc index

	a) the quality policy; b) relevant quality objectives; c) their contribution to the effectiveness of the quality management system, including the benefits of improved performance; d) the implications of not conforming with the quality management system requirements.	Reg reading CPM
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Do HSE Audit, Audit No 19.

Send out HSE Personnel Questionnaire, and the HSE DSE Personnel Questionnaire and reissue message of the day reminding users all HSE Documents are available in Intrastats. ✓

	<u>QUESTION:</u>	<u>RESPONSE:</u>	Y/N
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory. <i>Nothing outstanding no non conformances</i>		Y
2	Check that personnel are aware of the company's H & S policy.		Y
3	Is the policy readily accessible?	Intrastats	N/A Y
4	Check that new personnel have undergone induction checklist.	<i>No one in last 12 months</i>	Y
5	Verify that existing personnel are still aware of locations for First aid and Fire extinguishers & exit routes. Task 12. #345180	✓	Y
6	Check that documentation, data sheets and specs etc. for our new products / services equipment are reviewed for H & S implications. This relates to <u>Medical Products</u> only. See Technical controller for the list.	See Technical controller for the list	N/A
7	Check that personnel know where to retrieve information from the company manual.	Intrastats	N/A Y
8	Check that the First aid accident book is reviewed and any action required is taken and recorded. Task 287. #369928	✓	Y
9	Verify that risk assessments are being carried out in a timely manner. Task 12. #345180	✓	N/A Y
10	Check that the Risk Assessment / Health and Safety report produced, detail all corrective actions required. Task 12. #345180	Audit 13	Y
11	Verify that the corrective actions are completed on time.		Y
12	Verify that these sheets are filed accordingly	Intrastats and Audit file	Y
13	Verify that any hazardous products are safely contained in storage. Check Chemicals cupboard, R+D room and workshop.		Y

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

Managing Director				
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes
PROCESSID 39 Ensure our Viamed Environment and WEEE Policies are upto date and suitable for current legislation	Task: 46 340940 ✓ Company Secretary Audit :	Freq 1 Risk 2 Overall 2	Task 12M	
PROCESSID 7741 Review the current Ethical Policy in intrastats	Task: 47 340941 ✓ Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 12M	
IT Controller				
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes
PROCESSID 45 Check the status of the Main Server	Task: 139 371756 ✓ Office Processes Audit :	Freq 3 Risk 3 Overall 9	Task 1M	
PROCESSID 46 Check the status of the Backup Server, is done at same time as primary server	Task: 454 373756 ✓ Office Processes Audit :455 364613 ✓ Company Secretary	Freq 1 Risk 3 Overall 3	Task 2W Audit 12M	
PROCESSID 49 Ensure Viamed Wifi is operational	Task: 415 371619 ✓ Managing Director Audit :416 Company Secretary	Freq 1 Risk 1 Overall 1	Task 1M Audit 3M	
PROCESSID 50 Backup Internet Connection	Task: 415 371619 ✓ Managing Director Audit :416 367737 ✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 3M	
PROCESSID 5903	Task: 413 373753 ✓	Freq 4	Task	

To record the daily barometric pressure	Managing Director Audit :414 Company Secretary	Risk 1 Overall 4 371618 ✓	1W Audit 1M		
Maintenance Controller					
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes	
PROCESSID 56 Check the Boiler system before winter	Task: 85 Company Secretary Audit :	Freq 1 Risk 1 Overall 1 361980 ✓	Task 12M		
PROCESSID 5919 Check outside drain is not Blocked	Task: 431 Company Secretary Audit :	Freq 2 Risk 1 Overall 2 367253 ✓	Task 3M		
PROCESSID 5921 Check the Archives for Signs of Water, ensure the pump is working	Task: 433 Company Secretary Audit :	Freq 2 Risk 1 Overall 2 371071 ✓	Task 1M		
PROCESSID 7120 Review any General Maintenance required on the physical Site(s)	Task: 602 Company Secretary Audit :	Freq 2 Risk 1 Overall 2 369062 ✓	Task 3M		
PROCESSID 7742 Get the gas Boilers and Hive thermostat Serviced and the Heating Checked before Winter.	Task: 7 Company Secretary Audit :	Freq 1 Risk 2 Overall 2 369437 ✓	Task 12M		
PROCESSID 7756 Check Carbon Monoxide Alarm is working	Task: 117 Company Secretary Audit :	Freq 2 Risk 1 Overall 2 369018 ✓	Task 6M		
PROCESSID 7820 The renewal of our waste transfer agreement with North Yorkshire County Council	Task: 702 Company Secretary Audit :	Freq 1 Risk 2 Overall 2 46356362 ✓	Task 12M		
PROCESSID 7821 The renewal of our waste transfer agreement with our waste disposal companies	Task: 701 Company Secretary Audit :	Freq 1 Risk 2 Overall 2 345605 ✓	Task 12M		
PROCESSID 7835 To get the Electrics checked by External Electriction, so certificate can be provided for Employee Safety	Task: 164 Company Secretary Audit :	Freq 1 Risk 1 Overall 1 322187 ✓	Task 60M		
PROCESSID 7836 Reset the Heating for Winter	Task: 211	Freq 1 Risk 1 Overall 1			

	Audit :			
PROCESSID 7864 Check the workshop benches ESD equipment is in place	Task: 94 358646✓ Production Processes Audit :95 358647✓ Office Processes	Freq 2 Risk 1 Overall 2	Task 6M Audit 12M	
PROCESSID 7896 To Maintain the Tree in the Car Park	Task: 829 367780✓ Company Secretary Audit :	Freq 1 Risk 3 Overall 3	Task 3M	
PROCESSID 7961 To Clean Tidy the research and development rooms	Task: 540 373645✓ Production Processes in terms Audit :1058 371676✓ Director 3 (Steve)	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M	
PROCESSID 7999 To review the physical buildings health and saftey, and fire risk assessments.	Task: 1143 320273✓ Managing Director Audit :1144 322435✓ Company Secretary	Freq 1 Risk 2 Overall 2	Task 24M Audit 24M	
PROCESSID 8038 Defrost Fridge / Freezer	Task: 72 366210✓ Goods Out Audit :	Freq 1 Risk 1 Overall 1	Task 3M	
PROCESSID 8039 Weee Report Due Vandagraph Annual	Task: 77 350823✓ Managing Director Audit :	Freq 1 Risk 1 Overall 1	Task 12M	
PROCESSID 8043 Turn off outside tap on the warehouse for winter	Task: 102 345555✓ Company Secretary Audit :	Freq 1 Risk 2 Overall 2	Task 12M	
PROCESSID 8045 Radiators - Bleed radiators in Vandagraph Room in Warehouse and loft in offices. Check they are heating up fully	Task: 129 342262✓ Office Processes Audit :	Freq 1 Risk 1 Overall 1	Task 12M	
PROCESSID 8047 Electric Testing - 5 yearly electric testing due on Warehouse and main office	Task: 145 341931✓ Company Secretary Audit :	Freq 1 Risk 3 Overall 3	Task 60M	
PROCESSID 8048 Workshop toilet is to be cleaned and rubbish to be binned	Task: 163 31758✓ Production Processes Audit :	Freq 1 Risk 1 Overall 1	Task 1M	

Health And Safety Controller					
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes	
PROCESSID 6849 To make sure we have a qualified member of staff trained in First Aid at Work. With the training up to date. Review the accident book. Check that there were no health and safety issues flagged up from these.	Task: 712 373495 ✓ Company Secretary Audit :	Freq 1 Risk 3 Overall 3	Task 12M		
PROCESSID 6855 Update the Site HSE file. Ensure staff are aware of this and the location of HSE equipment	Task: 12 345180 ✓ Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 12M		
PROCESSID 6856 To ensure the fire alarms, MPC (manual call points), fire extinguishers and emergency lights are all in place, working and tested regularly. The log booked filled in. Tested by Keybury (alarms and emergency lights) annually and Airedale Fire protection (Fire extinguishers) annually. Evacuation Drills to check staff readiness.	Task: 52 357462 ✓ Company Secretary Audit :	Freq 1 Risk 3 Overall 3	Task 6M		
PROCESSID 7867 This is a check list to ensure safe use of the bandsaw BANDSAW HAS BEEN REMOVED, PROCESS CAN BE CLOSED / TASKS CLOSED	Task: 786 Audit :	Freq 1 Risk 1 Overall 1			
PROCESSID 7868 This is a check list to ensure safe use of the Pillar Drill	Task: 787 362080 ✓ Production Processes Audit :	Freq 1 Risk 3 Overall 3	Task 6M		
PROCESSID 7869 This is a check list to ensure safe use of the Hand Drill	Task: 788 309902 ✓ Production Processes Audit :	Freq 1 Risk 3 Overall 3	Task 24M		
PROCESSID 7891 To test the evacuation of the buildings in case of fire	Task: 141 371422 ✓ Company Secretary Audit : 952 359289 ✓ Managing Director	Freq 1 Risk 3 Overall 3	Task 3M Audit 12M		
PROCESSID 7928	Task: 609 371456 ✓	Freq 1	Task		

To Test the Fire alarm glass boxes	Goods Out Audit :953 359121 ✓ Company Secretary	Risk 1 Overall 1	1M Audit 12M	
PROCESSID 7929 The regular review of the Emergency Lighting And Fire Extinguishers.	Task: 954 372817 ✓ Goods Out Audit :955 Company Secretary	Freq 1 Risk 3 Overall 3	Task 1M Audit 12M	
PROCESSID 8044 Carry out global PAT testing	Task: 127 275372 ✓ Managing Director Audit :	Freq 1 Risk 1 Overall 1	Task 60M	
Warehouse Team Leader				
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes
PROCESSID 54 Bleech the Gents Toilets	Task: 125	Freq 3 Risk 1 Overall 3		
Process no longer required no urinal	Audit :			
PROCESSID 5906 Emptying of the recycling and waste bins into external bin for refuge collectors	Task: 541 373648 ✓ Goods In Audit :424 372888 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M	
PROCESSID 5907 Cleaning of floors. Tidying so as to clean more effectively.	Task: 543 373484 ✓ Goods In Audit :424 372888 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M	
PROCESSID 5908 Cleaning of floors. Tidying so as to clean more effectively.	Task: 423 373464 ✓ Goods In Audit :424 372888 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M	
PROCESSID 5909 Emptying of the waste bins into external bin for refuge collectors	Task: 542 373770 ✓ Goods In Audit :424 372888 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M	
PROCESSID 5910 Cleaning of duckets	Task: 426 373752 ✓ Goods In Audit :424 372888 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M	
PROCESSID 5911	Task: 427 373348 ✓	Freq 1	Task	

To remove and dispose of the cardboard within in the company	Goods In Audit :424 372888✓ Office Processes	Risk 1 Overall 1	2W Audit 1M		
PROCESSID 7687 Collecting, cleaning and returning duckets to Vandagraph.	Task: 488 373470✓ Goods In Audit :	Freq 1 Risk 1 Overall 1	Task 1W		
PROCESSID 7698 Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.	Task: 503 373051✓ Goods In Audit :	Freq 1 Risk 1 Overall 1	Task 3W		
Human Resources					
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes	
PROCESSID 7847 Perform HSE Risk Assessment, Re issue Message of the Day or send company issue with regard to Employees being aware of HSE documentation / policy. and Location of Fire Exits and First Aid Kits. Send new Issue to Projects Asking if New HSE implications have arisen from new products. Review Online the Local Community Risk Register. Check the Viamed Overall Risk Analysis Program Document in the Index to check its still current. Check the health and safety signage	Task: 12 345180✓ Company Secretary Audit :1071 350956✓ Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M		
PROCESSID 7982 To Check online and see if there have been any changes to Minimum wage or employment law we need to be aware of.	Task: 1107 356385✓ Company Secretary Audit :1109 357981✓ Managing Director	Freq 1 Risk 1 Overall 1	Task 12M Audit 24M		
Data Protection Officer					
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes	
PROCESSID 7910	Task: 910 341682✓	Freq 1	Task		

To check the signs we have are appropriate, clear and positioned in the correct	Company Secretary Audit :	Risk 1 Overall 1	12M		
PROCESSID 7911 Review Security Of The Special Category Personal Data	Task: 911 342601 ✓ Company Secretary Audit :	Freq 1 Risk 2 Overall 2	Task 12M		
Audits					
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes	
PROCESSID 7729 To carry out Audit 19 Health And Safety Viamed	Task: 371416 Audit :13 Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		
PROCESSID 7777 To carry out Audit 19 Health And Safety VST	Task: 371423 Audit :186 Company Secretary	Freq 1 Risk 2 Overall 2	Audit 12M		
Office Processes					
Process Scope	Roll Task Roll Audit	Risk	Action	*Notes	
PROCESSID 5853 Ensure customer facing areas are vacuumed	Task: 243 373344 ✓ Office Processes Audit :373 372097 ✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M		
PROCESSID 5856 to clean the kitchen, work tops and floor. make sure it is safe for people to use	Task: 227 Audit :	Freq 1 Risk 1 Overall 1			
PROCESSID 5878 Emptying of the recycling and waste bins into external bin for refuge collectors	Task: 225 373343 ✓ Office Processes Audit :532	Freq 1 Risk 1 Overall 1	Task 1W		
PROCESSID 5900 Cleaning of surfaces, equipment, floors. Tidying so as to clean more effectively.	Task: 393 372518 ✓ Office Processes Audit :394 372008 ✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 1M		
PROCESSID 5912 To put the recycling bins out	Task: 107 373529 ✓ Goods Out Audit :	Freq 3 Risk 1 Overall 3	Task 2W		

PROCESSID 7706 Updating of anti-virus software and scanning computers for viruses	Task: 519 373361 ✓ Office Processes Audit :	Freq 2 Risk 2 Overall 4	Task 1W	
PROCESSID 7802 Cleaning the kitchen surfaces to ensure they are fit for use	Task: 655 3733494 ✓ Office Processes Audit :656 372808 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 2W	
PROCESSID 7803 To ensure crockery and cutlery is cleaned and fit for use	Task: 657 3733654 ✓ Office Processes Audit :658 372809 ✓ Office Processes	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M	
PROCESSID 7804 To sweep the kitchen floor and clear and mess ready for mopping	Task: 659 3733379 ✓ Office Processes Audit :662 371655 ✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 1W Audit 1M	
PROCESSID 7805 Emptying of the recycling and waste bins into external bin for refuge collection Disabled currently - have Global task on bins	Task: 225 373343 ✓ Office Processes Audit :661	Freq 1 Risk 1 Overall 1	Task 1W	
PROCESSID 7806 To water the plants and ensure their survival	Task: 663 373380 ✓ Company Secretary Audit :664	Freq 1 Risk 1 Overall 1	Task 1W	
PROCESSID 7910 To check the signs we have are appropriate, clear and positioned in the correct	Task: 910 361682 ✓ Company Secretary Audit :	Freq 1 Risk 1 Overall 1	Task 12M	

Rolling Tasks Linked to Document :Task (13) Task (243) Task (227) Task (225) Task (393) Task (107) Task (519) Task (655) Task (657) Task (659) Task (663) Task (186) Task (125) Task (541) Task (543) Task (423) Task (542) Task (426) Task (427) Task (488) Task (503) Task (712) Task (12) Task (52) Task (85) Task (431) Task (433) Task (602) Task (7) Task (117) Task (702) Task (701) Task (139) Task (454) Task (415) Task (413) Task (164) Task (211) Task (94) Task (46) Task (47) Task (786) Task (787) Task (788) Task (141) Task (829) Task (609) Task (954) Task (910) Task (911) Task (540) Task (1107) Task (1143) Task (72) Task (77) Task (102) Task (129) Task (145) Task (163) Task (127)