

Internal Audit Check list

ANALYSIS of DATA

Created:	17/May 1995	Audit No 23	VM3/COP VOP 15
Revised:	13 September 2011	Last printed 6/4/2006 12:17:00 PM	Page 1 of 1
Audit Date	25/02/2012	Auditor <i>Desiree Lomas</i>	ISO 8.4

QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	<i>2. X</i>	
Verify that meetings take place to the required periodicity.		<i>Y</i>
Check that the correct personnel are involved in these meetings.		<i>Y</i>
Verify that minutes are filed accordingly.	<i>Auto</i>	
Do the meetings produce subsequent personnel plans of action?	<i>ISSUES</i>	
Are these actions followed up in a timely manner?	<i>Yes</i>	<i>Y</i>
Check that relevant information and data is collated for further presentation.	<i>Auto.</i>	

X *NOT SURE*