

Internal Audit Check list

ANALYSIS of DATA

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Audit Date	25/9/2012	Auditor <i>DEREK LAM</i>	ISO 8.4

QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	<i>2. #</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>	

NOT SURE