

Internal Audit Check list

MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	15 August 2011	Last printed 04/06/2006 10:57:00 AM	Page 1 of 2
Audit Date	16/10/12	Auditor DLAmb	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.	12 Sept 14 March 2 Nov	Y
Verify that all relevant persons were present.		Y
Check that the review was carried out to the preset agenda.	#1 NO	N
Is this agenda adequate?	#2 NO	N
Check that an action plan is generated from the review.		Y
Check that actions are completed in a timely manner.		Y
Are minutes retained from the review?		Y
Can these minutes be accessed readily?		Y

#1 Review changed to 'intrastats' with similar But Different Header.

219.doc

15/08/2011

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#2 improved Agenda see intrastats