

## Internal Audit Check list

### INTERNAL AUDITS

Created:	17/May 1995	<b>Audit No 17</b>	VM3/COP13 VOP 13
Revised:	13 September 2011	Last printed 6/4/2006 10:42:00 AM	Page 1 of 1
Audit Date		Auditor	ISO 8.3

<b>QUESTION:</b>	<b>RESPONSE:</b>	<b>Y/N</b>
Verify that audits are performed independently of audit area.	#1	N
Check that the audit programme shows every area of the system has been covered.		✓
Verify that checklists are used to conduct the audit.		✓
Check that sufficient objective evidence has been taken to ascertain conformance.		Y
Verify that both parties endorse the audit.		
Check that an audit report is produced that highlights agreed corrective actions.	issue system	
Check that these actions have followed up in a timely manner.	issue system	
Check that the audit database and matrix, is updated.	W/A #2	
Verify that an Audit review has been undertaken.		✓

#1 All Audit carried out by DLAMB.  
 So Audit / Audits not independent. All other Audits are - symptom of low staff company.

#2 System tracks audits - no matrix to update