

VST

Internal Audit Check list			
POST MARKETING			
Created:	17/May 1995	Audit No 22	VM3/COP18 VOP
Revised:	15 August 2011	Last printed 6/2/2006 01:42:00 PM	Page 1 of 1
Audit Date		Auditor DLAMB	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. (Sales and Marketing Meeting)	23/4/14 only meeting held so far.	Y
Ascertain the chair of the meeting.	DLAMB	Y
Check that other relevant personnel are involved in the meeting.		Y
Verify that topics "1" through "14" are discussed and fully covered.		X
Check that the minutes are filed accordingly.		Y
Does the meeting produce a subsequent personnel action plan?		X
Are these actions followed up in a timely manner?		X