

VST

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

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