

Internal Audit Check list

POST MARKETING

Created:	17/May 1995	Audit No 22 <i>Virgine D</i>	VM3/COP18 VOP
Revised:	15 August 2011	Last printed 6/2/2006 01:42:00 PM	Page 1 of 1
Audit Date		Auditor <i>DCam</i>	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. (Sales and Marketing Meeting)		<i>Y</i>
Ascertain the chair of the meeting.	<i>26/9 23/7 DCam 24/7 31/4 DCam</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>intrastat-S</i>	<i>Y</i>
Check that the minutes are filed accordingly.	<i>Arto</i>	<i>Y</i>
Does the meeting produce a subsequent personnel action plan?	<i>issues</i>	<i>Y</i>
Are these actions followed up in a timely manner?	<i>issues</i>	<i>Y</i>