Internal Audit Check list

ANALYSIS of DATA

Created:	17/May 1995	**Audit No 23**	VM3/COP VOP 15
Revised:	13 September 2011	Last printed 6/4/2006 12:17:00 PM	Page 1 of 1
Audit Date		Auditor	ISO 8.4

QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	? intrastates	Y
Verify that meetings take place to the required periodicity.	Y See Attached.	
Check that the correct personnel are involved in these meetings.	Y See Attached	Y
Verify that minutes are filed accordingly.	Y see Attached	
Do the meetings produce subsequent personnel plans of action?	issues.	
Are these actions followed up in a timely manner?	issues	
Check that relevant information and data is collated for further presentation.	intrastates	

Derek Lamb 69 Issues | Imported 02 Oct | Holiday <u>Requests</u> | <u>Out of Office: Future</u>
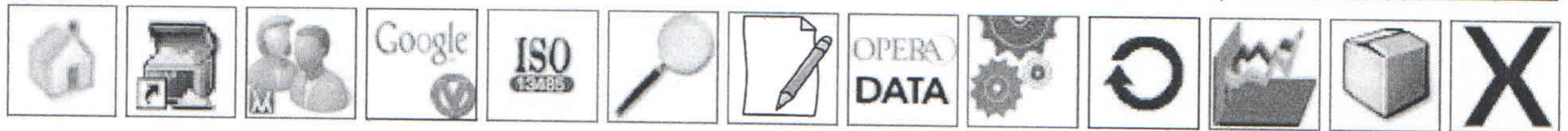
Select Meeting to be Held

| Ad-Hoc Meeting ▾ | Go |
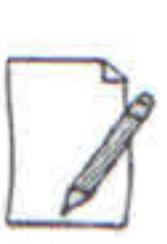
VIAMED				VST				VANDAGRAPH			
History	Host	Meeting	Last Held	History	Host	Meeting	Last Held	History	Host	Meeting	Last Held
🕐	📝	Board Directors Meeting	26/03/14	🕐	📝	Board Directors Meeting	26/03/14	🕐	📝	Board Directors Meeting	
🕐	📝	BSI Audits Calander	28/07/14	🕐	📝	BSI Audits Calander		🕐	📝	BSI Audits Calander	
🕐	📝	Calibration	28/07/14	🕐	📝	Calibration	28/07/14	🕐	📝	Calibration	
🕐	📝	Customer Complaints	26/09/14	🕐	📝	Customer Complaints	28/07/14	🕐	📝	Customer Complaints	
🕐	📝	Feedback	26/09/14	🕐	📝	Feedback	29/07/14	🕐	📝	Feedback	
🕐	📝	General Issue	29/09/14	🕐	📝	General Issues	28/07/14	🕐	📝	General Issues	
🕐	📝	Management Meeting	28/07/14	🕐	📝	Management Meeting	28/07/14		📝	Management Meeting	01/08/14
🕐	📝	Sales And Marketing	26/09/14	🕐	📝	Sales And Marketing	23/04/14	🕐	📝	Sales And Marketing	26/09/14
🕐	📝	Stock Meeting	26/09/14	🕐	📝	Stock Meeting	24/07/14	🕐	📝	Stock Meeting	23/04/14
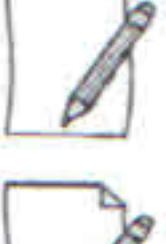
Generic Meetins
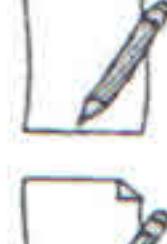
| History	Host	Meeting	Last Held
🕐	📝	Ad-Hoc Meeting	22/07/14
🕐	📝	Bluepoint Medical	12/05/08
🕐	📝	BS EN ISO 13485:2003	22/06/12
🕐	📝	BSI Assement 27 FEb	27 / 02 / 06
🕐	📝	BSI Assement 28 FEb	
🕐	📝	CE Technical Files	
🕐	📝	Future Reviews	
🕐	📝	General Issues	01/11/11
🕐	📝	General Maintenance Requirements	28/07/14
🕐	📝	Intrastats	07/10/13
🕐	📝	Marketing Job Logger	30/07/14
🕐	📝	Non Conformance Issues	23/04/14
🕐	📝	Product Catagories	
🕐	📝	Production	24/07/14
🕐	📝	Projects	23/04/14
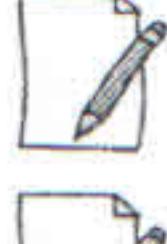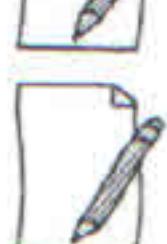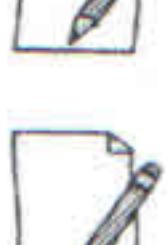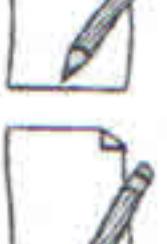
Derek Lamb 69 Issues | Imported 02 Oct | Holiday Requests | Out of Office: Future
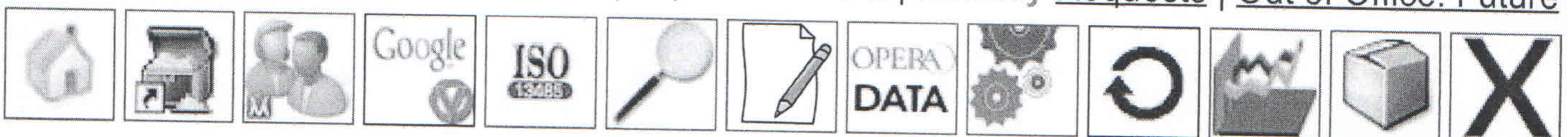
Meeting Header	Date Held	Chaired By	
VIAMED Management Meeting	28/07/14	Derek Lamb	Derek Lamb, Steve Nixon,
VIAMED Management Meeting	23/04/14	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	20/11/13	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	07/10/13	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	02/10/13	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	31/07/13	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	04/06/13	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	25/02/13	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	23/11/12	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	12/09/12	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	12/09/12	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	01/05/12	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	27/03/12	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	27/02/12	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	15/11/11	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	10/10/11	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	08/08/11	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	14/03/11	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	02/11/10	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	18/10/10	Derek Lamb	Derek Lamb, Helen Lamb,
VIAMED Management Meeting	10/08/10	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	12/07/10	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	01/07/10	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	26/04/10	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	31/03/10	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	09/03/10	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	22/12/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	19/10/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	23/09/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	15/09/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	20/08/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	13/07/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	15/06/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	19/05/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	09/04/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	07/04/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	05/03/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	28/01/09	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	21/10/08	Derek Lamb	Derek Lamb,
VIAMED Management Meeting	03/09/08	Derek Lamb	Derek Lamb,

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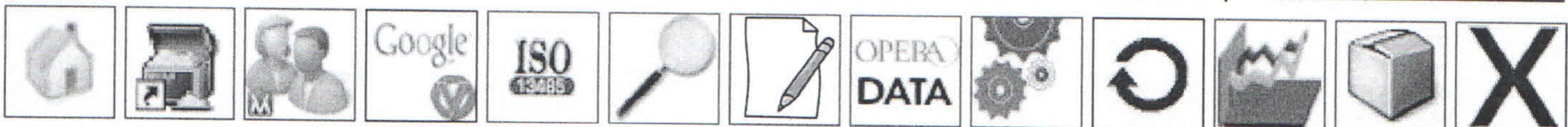
Showing minutes for :
Held on 28 Jul 2014 13:07:40

(0.0) VIAMED Management Meeting Agenda Section Reviewed All Outstanding Issues Read

(22.1) Calibration / P.A.T. Agenda Section Reviewed All Outstanding Issues Read

(23.0) BSI Audits Agenda Section Reviewed All Outstanding Issues Read

(3.1) Back Order Report Agenda Section Reviewed All Outstanding Issues Read

(13.1) Projects Agenda Section Reviewed All Outstanding Issues Read

(11.1) Non Conformance Issues Agenda Section Reviewed All Outstanding Issues Read

(26.1) CE Files Review *Actions Created / Updated*:

50297	**Notes**	**Completion Notes**
Issued To: Derek Lamb	System Generated	
Created: 16 May 2014	Check that no Products / Designs	
Completed 28 Jul 2014	have changed significantly to	
Stock Ref:	warrant informing MDD / Bsi /	
Opera A/c:	CMDCAS or any other related Body.	
Order #	Carry out the Technical File PMS	
	Form for Each OBL and Viamed	
	Product	

See VM3COP18

16 May 2014 Derek Lamb
Currently uptodate, A few of the
new risk assesments to carry out -
notable the T adaptors, but will wait
until the main PMS is due

(26.1) CE Files Review Agenda Section Reviewed All Outstanding Issues Read

(27.1) EN Standards up todate Agenda Section Reviewed All Outstanding Issues Read

(28.1) BSI Standards up todate Agenda Section Reviewed All Outstanding Issues Read

(8.1) Supplier Review *Actions Created / Updated*:

49375	**Notes**	**Completion Notes**
Issued To: Helen Lamb	Added by Derek Lamb sent to Helen	
Created: 08 Apr 2014	Lamb	
Completed 28 Jul 2014	Need to ask further questions	
Stock Ref:	regarding waste management, can	
Opera A/c:	you provide me a template of what	
Order #	you require. ISO 140001	
	ISO140001	

17 Jul 2014 Helen Lamb