

Internal Audit Check list

VANDAGRIFT MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	18 December 2013	Last printed 18/12/2013 09:55:24 AM	Page 1 of 2
Audit Date	23/3/15	Auditor DC	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.	Monthly #1	Y
Verify that all relevant persons were present.	HL DC	
Check that the review was carried out to the preset agenda.		Y
Is this agenda adequate?		Y
Check that an action plan is generated from the review.	Action issues	
Check that actions are completed in a timely manner.		Y
Are minutes retained from the review?		Y
Can these minutes be accessed readily?		Y

#1 only been running iso 9001 officially
for 12 month - not much in the reviews