

Internal Audit Check list

VIAMED

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 <i>DL</i>	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.	<i>Every 2-3 months</i>	<i>Y</i>
Verify that all relevant persons were present.	<i>DL ML or DL SN</i>	<i>Y</i>
Check that the review was carried out to the preset agenda.	<i>Forced Agenda now</i>	<i>Y</i>
Is this agenda adequate?		<i>Y</i>
Check that an action plan is generated from the review.	<i>Auto issues</i>	<i>Y</i>
Check that actions are completed in a timely manner.	<i>#1</i>	
Are minutes retained from the review?	<i>Auto logged</i>	<i>Y</i>
Can these minutes be accessed readily?		<i>Y</i>