

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 <u>DC</u>	ISO 5.6

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