VIAMED

Internal Audit Check list			
INTERNAL PROCESS VERIFICATION			
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INTERNAL PROCESS VERIFICATION

A. Management System:
B. Management Responsibility
C. Resource Management
D. Product Realisation
E. Design & Development
F. Product Provision
G. Process Monitoring

The following are questions that should be asked and answered either through Internal audits or at this meeting

A MANAGEMENT SYSTEM		ISO
Is the management system applications a series of process controls, and are they in place throughout the organisation. Are processes identified and are charts produced to this effect. Are copies of these charts in place in strategic locations for use by personnel.	Documentation & Records Audit 10 Documentation & Records Audit 10 Documentation & Records Audit 10	Y 4.2
Check the documented system for its policies and objectives, and its control of the above processes and procedures. Is the Process Manual up-to-date and does it indicates the company's objectives. Are procedures are in place Are they available, to all personnel Are other company documents i.e. Technical Drawings, Standards; Operators Manuals etc. also available and controlled	Documentation & Records Audit 10 Documentation & Records Audit 10 Documentation & Records Audit 10 Documentation & Records Audit 10 Documentation & Records Audit 10 Documentation & Records Audit 10	4.2 Y

Are documents are controlled by version & date status; Is the latest revision is the one that is available Is the Managing Director or designate still giving final approval) for document changes. Are all documents in the library controlled numerically and by barcode Is a tracer file still used to control withdrawals and re-entry.	Documentation & Records Audit 10 Documentation & Records Audit 10 Documentation & Records Audit 10 Documentation & Records Audit 10	Y
Is disaster planning still Valid		Y
Are any records produced controlled for identity and easily retrieved	Documentation & Records Audit 10	Y
B MANAGEMENT RESPONSIBILITY		5.1-5.6
Is Top management showing full commitment to the overall system, and are communication lines in place.	Director control of QA system	Y
Are all customer requirements defined and met.	Contract Review Audit 2	Y
Is all planning of the processes and objectives undertaken at all levels within the organisation, and is it measurable.		Y
Does the person responsible for the management systems have the authority to implement actions, and reports directly to top management with the need for these actions	Yes Director	Y