

VIAMED

Internal Audit Check list				
Training				
Created:	17/May 1995	Audit No 08		VM3/COP12 VOP12
Revised:	13 September 2011	Last printed 02/06/2006 04:39:00 PM		Page 1 of 1
Audit Date	12-6-15	Auditor <i>LA MB</i>		ISO 6.2

Internal audits has been moved totally to the "Intrastat" system.		
- The requirement for every member of staff to re-evaluate there own training record is automatically generated as an "Issue" in Intrastats annually - Each new employee must have the Induction recorded on there own training record <i>Be trained on the use of training records.</i> - Training records are now held electronically - The competence level required is discussed regularly at management meetings - The identification of training is discussed at management meetings - Actions are taken at these meetings to ensure the company has correctly trained people.		
Question	Response/Answer	Y/N
Are arrangements for training personnel satisfactory Management Check courses over last year		✓
Check that personnel record any in-house training undertaken.		✓
Check that this training is entered onto training record.		✓