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Internal Audit Check list

ANALYSIS of DATA

Created:	17/May 1995	**Audit No 23**	VM3/COP VOP 15
Revised:	13 September 2011	Last printed 6/4/2006 12:17:00 PM	Page 1 of 1
Audit Date	16-7-15	Auditor Helen Lamb	ISO 8.4

QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	Intra stats	Y
Verify that ~~meetings~~ Review take place to the required periodicity.	Quarterly	Y
Check that the correct personnel are involved in these meetings.	Board meeting	Y
Verify that minutes are filed accordingly.		Y
Do the meetings produce subsequent personnel plans of action?	where applicable - issues	Y
Are these actions followed up in a timely manner?		Y
Check that relevant information and data is collated for further presentation.		Y