VST

Internal Audit Check list

ANALYSIS of DATA

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QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	Intrastats	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