VST

Internal Audit Check list

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	27-5-15	Auditor H LAMB	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.	Monthly	Y
Verify that all relevant persons were present.		Y
Check that the review was carried out to the preset agenda.	Intrastats	Y
Is this agenda adequate?		Y
Check that an action plan is generated from the review.	Issues	Y
Check that actions are completed in a timely manner.		Y
Are minutes retained from the review?		Y
Can these minutes be accessed readily?		Y

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Management Review

MANAGEMENT AGENDA	Section	Sub Section
Management Meeting	0	0
Any Changes in Agenda	1	1
Turnover Report	2	1
Back Order Report	3	1
Forward Sales Order Report	4	1
Production	5	1
Requested Supplier Payments	6	1
Additional Sales Orders	7	1
Supplier Review	8	1
Customer Complaints	9	1
Production Future	9	1
Production Failures	9	2
Customer or Product Feedback	10	1
Non Conformance Issues	11	1
Supplier Review - Outstanding orders	11	2
Supplier Review - X Ref with sales orders	11	3
Supplier Review - Min / Max - Re-Orders	11	4
MDA Recalls	12	1
Supplier Review future orders	12	1
Projects	13	1
Additional Purchase Orders	13	1
Personnel Requirements and Training	14	0
Personnel Holidays and Time Adjustments	14	1
Negative Stock Report	14	1
Grants	15	1
Minimum Stock Report	15	1
Quarantine Situation	16	1
Future Reviews - Waste	16	1
Quarantine Goods in / Stock / Goods To be Returned	16	2
Quarantine Production	16	3