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Internal Audit Check list

CORRECTIVE ACTIONS			
Created:	17/May 1995	**Audit No 14**	VM3/COP 06,09 VOP19
Revised:	11 July 2011	Last printed 6/4/2006 09:28:00 AM	Page 1 of 1
Audit Date	4th March 15	Auditor H LAMB	ISO 8.5.2

QUESTION:	**RESPONSE:**	**Y/N**
Verify that all are reviewed regularly. This can be done by checking the management meeting minutes,issues.& actions		Y
Check that customer complaints & non-conformities are reviewed regularly at management meetings	Intrastats	Y
Check that these reviews assess the cause of the non-conformities.	Intrastats	Y
Verify that action is taken to ensure that stated non-conformities do not recur.	Issues	Y
Verify that records of these actions are retained.	Intrastats	Y
Check that corrective actions taken are reviewed.	Intrastats	Y
Check that reviews are undertaken to assess potential cause of non-conformities.	Intrastats	Y
Verify that the need for action to prevent these occurrences is evaluated.		Y
Check that any action deemed necessary has been undertaken and records retained.		Y
Check that preventive action taken is reviewed.	# recurring ¹ ⁄	NO
Check that the appropriate authority undertakes regular update reviews.i.e management meeting minutes		Y
Verify that reviews are presented to the annual management review. Board meeting		Y
Are Customer complaints properly recorded Hard copy & Intrasasts		Y
Is the complaint Index completed correctly Hard copy		Y
Is the complaint Report completed correctly Hard copy		Y
Are reports/correspondence filed in the customer file	Not Done now.	N/A
Has corrective action been taken and recorded		Y

#¹ need issue to check previous Non Conformance review. - Done ✓