

Internal Audit Check list			
Internal Process Verification			
Created:	17 May 1995	Audit No 10b	VST
Revised:	31 August 2016	Last printed 15/08/2011	Page 1 of 1
Audit Date	31-8-16	Auditor	Helel Lamb

	QUESTION:	RESPONSE	Y/N
1	Is the Quality Statement Policy and Objectives reviewed annually. ISO – Document Index Task ID (300). Search Issues and review.		X
2	Is the process manual up to date. ISO – Document Index Task ID (548). Search Issues and review.	by MD pending implementation	
3	Is documentation checked prior to formal approval and issue.		Y
4	Check that there is a system in operation for the request for amendments.		Y
5	Verify that amendments are updated electronically and old copies archived.		Y
6	Are sales orientated records filed and archived correctly in the ORD files, in the office and archiving.		X
7	Has organisation Chart changed.		Y
8	Has personnel responsibility descriptions changed.	Roles + Responsibilities	Y
9	Check that the CE files are maintained by sole responsibility.	by MD	Y
10	Check that the Notified body is informed of major changes to Documentation.	Id 17354	Y
11	Check that electronic documents are regularly backed up and secure off site. ISO – Document Index Task ID (452). Search Issues and review.		Y