

Internal Audit Check list

Internal Process Verification

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|------------|----------------|-------------------------|-------------|
| 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 Helen 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. | | Y |
| 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 |