

~~Violated~~ ~~70738~~

Internal Audit Check list

POST MARKETING

Created:	17/May 1995	Audit No 22	VM3/COP18 VOP
Revised:	15 August 2011	Last printed 6/2/2006 01:42:00 PM	Page 1 of 1
Audit Date	6/6/16	Auditor Helen Lewis	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. (Sales and Marketing Meeting)	Intrastats meetings	Y
Ascertain the chair of the meeting.	Managing director	
Check that other relevant personnel are involved in the meeting.	Intrastats	Y
Verify that topics "1" through "14" are discussed and fully covered.	Intrastats forced you to go through each heading	Y
Check that the minutes are filed accordingly.	Issues	Y
Does the meeting produce a subsequent personnel action plan?	Issues	Y
Are these actions followed up in a timely manner?	Issues	Y