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Internal Audit Check list

POST MARKETING

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Audit Date	6-6-16	Auditor Helen Lewis	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. (Sales and Marketing Meeting)	Intrastate meetings	Y
Ascertain the chair of the meeting.	Managing director	
Check that other relevant personnel are involved in the meeting.	Intrastate	Y
Verify that topics "1" through "14" are discussed and fully covered.	Intrastate forces 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