

VST

# 70738

## Internal Audit Check list

## POST MARKETING

Created:	17/May 1995	Audit No 22	VM3/COP18 VOP
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Audit Date	6-6-16	Auditor Helen Lamb	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. (Sales and Marketing Meeting)	at same time as varied	Y
Ascertain the chair of the meeting.	John or Derek Lamb	Y
Check that other relevant personnel are involved in the meeting.		Y
Verify that topics "1" through "14" are discussed and fully covered.	Instructions is structured to do this	Y
Check that the minutes are filed accordingly.	issues + headings	Y
Does the meeting produce a subsequent personnel action plan?	issues created.	Y
Are these actions followed up in a timely manner?	issues	X