Internal Audit Check list

DOCUMENT CONTROL

Created:	17/May 1995	**Audit No 10** V ST	VM3/COP01 14 VOP 01
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Audit Date	22-8-16	Auditor Helen Lamb	ISO 4.2 4.2.2

Documentation control is being moved from a paper system to "Intrastats"
Many of the questions asked are now superfluous as the checks are carried out automatically, and recorded automatically. The hard copies are gradually being replaced and Archived.

QUESTION:	RESPONSE:	Y/N
Is there sole responsibility for company procedures and other documentation.	IT director has sole access to Intrastat system	N/A
Verify that documentation is checked prior to formal approval and issue and authorisation is unique	Intrastats	
Verify that all personnel have access to their relevant areas of the documentation.	Intrastats	N/A
Verify that amendments can be requested and are controlled by Date issue. are updated Electronically and old copies Archived.	Intrastats	N/A
Are standards, regulations, data sheets etc. in the library.		
Check that the C.E. files are maintained by sole responsibility.	Roles + Resp.	
Check that obsolete data in the files is Archived	Intrastats also Archives store	N/A
Are manufacturers data sheets supplied the latest issue.	Intrastats	
Verify that checks are made to ascertain the latest issue data sheets are supplied after design change / modification (from suppliers).	Intrastats.	
Are Intrastat documents regularly backed-up and secure offsite?	Roles + Resp Rotta lol (452)	
Check that the document register is complete and adequate	Intrastats	N/A
Check that documents are filed where they say they are and the responsibility is true.	Intrastats on workstation	N/A
Verify that records are easily retrievable for information and analysis.	Intrastats on workstation	N/A
Are printed copies of production procedures the latest issue status	No printed copies	N/A
Is the procedure for ensuring only the latest issue of drawings and documentation available working correctly Check 6 items in the Index	Intrastats × tash lol (371)	N/A
Are quality records properly filed and easily retrievable		
Is the Company procedures Manual the latest version		
Has the organisation chart changed		
Has the responsibility descriptions changed		