

Internal Audit Check list			
Training			
Created:	17/May 1995	Audit No 08	VM3/COP12 VOP12
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Audit Date		Auditor	ISO 6.2

Internal audits has been moved totally to the "Intrastat" system.			
<ol style="list-style-type: none"> <li>1. The requirement for every member of staff to re-evaluate there own training record is automatically generated as an "Issue" in Intrastats annually</li> <li>2. Each new employee must have the Induction recorded on there own training record.</li> <li>3. Training records are now held electronically</li> <li>4. The competence level required is discussed regularly at management meetings</li> <li>5. The identification of training is discussed at management meetings</li> <li>6. Actions are taken at these meetings to ensure the company has correctly trained people.</li> </ol>			
Question	Response/Answer	Y/N	
Are arrangements for training personnel satisfactory			
Management Check courses over last year			
Check that personnel record any in-house training undertaken.			
Check that this training is entered onto training record.			

Issue / sent #77074 up date training records  
all done by intrastats

procedure is being  
written now

HC Staff training records 17-8-16

DL procedure for doing  
intrastats rolls 17-8-16