

Internal Audit Check list

ANALYSIS of DATA

Created:	17/May 1995	Audit No 23	VM3/COP VOP 15
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Audit Date	20-12-16	Auditor H Lams	ISO 8.4

QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	Intrastats Doc index	Y
Verify that meetings take place to the required periodicity.	meetings - Host meeting - review page	Y
Check that the correct personnel are involved in these meetings.	roles + responsibility	Y
Verify that minutes are filed accordingly.	Intrastats - meetings - click History - meeting title	Y
Do the meetings produce subsequent personnel plans of action?	Need issues Audit	Y
Are these actions followed up in a timely manner?	need issues Audit	Y
Check that relevant information and data is collated for further presentation.	Intrastats	Y