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Internal Audit Check list			
ANALYSIS of DATA			
Created:	17/May 1995	Audit No 23	VM3/COP VOP 15
Revised:	13 September 2011	Last printed 6/4/2006 12:17:00 PM	Page 1 of 1
Audit Date	<i>20-12-16</i>	Auditor <i>H Lamb</i>	ISO 8.4

QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct. <i>7.</i>	<i>Intrastats</i> <i>Doc index</i>	<i>X</i>
Verify that meetings take place to the required periodicity. <i>meetings - Host meeting - review page</i>		<i>X</i>
Check that the correct personnel are involved in these meetings. <i>Roles & Responsibility</i>		<i>X</i>
Verify that minutes are filed accordingly. <i>Intrastats - meetings - click History - meeting title</i>		<i>X</i>
Do the meetings produce subsequent personnel plans of action?	<i>Need Issues Audit</i>	<i>X</i>
Are these actions followed up in a timely manner?	<i>Need Issues Audit</i>	<i>X</i>
Check that relevant information and data is collated for further presentation. <i>Intrastats</i>		<i>X</i>