

VST

Internal Audit Check list

ANALYSIS of DATA

Created:	17/May 1995	Audit No 23	VM3/COP VOP 15 Page 1 of 1
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QUESTION:	RESPONSE:	Y/N
Check that the information register is complete and correct.	Intrastats. Doc index Meetings - Host meetings Review page	X
Verify that meetings take place to the required periodicity.	Role + Response	Y
Check that the correct personnel are involved in these meetings.	Intrastats - meetings - click History - meeting file	Y
Verify that minutes are filed accordingly.	Need issues Audit	Y
Do the meetings produce subsequent personnel plans of action?	Issues	
Are these actions followed up in a timely manner?	Issues	Y
Check that relevant information and data is collated for further presentation.	Intrastats	X