

VST

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	20-12-16	Auditor H Lamb	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 + Response	Y
Verify that minutes are filed accordingly.	Intrastats - meetings click History - meeting title	Y
Do the meetings produce subsequent personnel plans of action? ISSUES.	Need issues Audit	Y
Are these actions followed up in a timely manner? ISSUES	need issues Audit	Y
Check that relevant information and data is collated for further presentation. Intrastats.		Y