

# Internal Audit Check list

## MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	18 December 2013	Last printed 18/12/2013 09:55:24 AM	Page 1 of 2
Audit Date	1-11-16	Auditor H (amb)	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.  Intrastats - Host meeting - management meeting viewed		
Verify that all relevant persons were present.  check list Intrastats - Host meeting - management meeting viewed		
Check that the review was carried out to the preset agenda.  Go to Host meeting - Compare a meeting to Meeting agenda accessible from point button holdover meetings		
Is this agenda adequate?  (1-1) an agenda		Y
Check that an action plan is generated from the review.  Issue System	Issue System	Y
Check that actions are completed in a timely manner.  Issue review Andt	Issue System	Y
Are minutes retained from the review? + accessible  Intrastats Automatic		Y
Can these minutes be accessed readily?  Scrap attached meeting page for next Andt.		