

Viewed

| Internal Audit Check list |                  |                                     |                   |
|---------------------------|------------------|-------------------------------------|-------------------|
| MANAGEMENT REVIEW         |                  |                                     |                   |
| Created:                  | 17/May 1995      | Audit No 18                         | VM3/COP<br>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 Lamb                      | ISO 5.6           |

| Question  | Response     | Y/N          |
|---|--------------|--------------|
| Check the Review is carried out timely.<br>Intrastats - Host meeting - management meeting viewed  |              |              |
| Verify that all relevant persons were present.<br>check list<br>Intrastats - Host meeting - management meeting viewed   |              |              |
| Check that the review was carried out to the preset agenda.<br>Go to Host meeting - compare a meeting to<br><del>meeting agenda</del> agenda accessible from print button holdman meeting |              |              |
| Is this agenda adequate?<br>(1-1) an agenda   |              | Y            |
| Check that an action plan is generated from the review.<br>Issue System   | Issue System | <del>Y</del> |
| Check that actions are completed in a timely manner.<br>Issue review Audit  | Issue System | Y            |
| Are minutes retained from the review? + accessible<br>Intrastats Automatic  |              | Y            |
| <del>Can these minutes be accessed readily?</del><br>"  |              |              |
| Scrap attached meeting<br>DL fix management <del>draw</del> page for next Audit.  |              |              |
|   |              |              |
|   |              |              |