Internal Audit Check list

MANAGEMENT REVIEW

VST

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	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely. Host meeting - management meeting VST		Y
Verify that all relevant persons were present. host meeting management - meeting VST		Y
Check that the review was carried out to the preset agenda. host - compare a meeting to agenda found on Host new meeting		Y
Is this agenda adequate? (1.1) on System		
Check that an action plan is generated from the review. Issue	Issue System	
Check that actions are completed in a timely manner. Issue review Audit needed.	"	
Are minutes retained from the review? Review and accessible	Automatic Intrastats.	Y
Can these minutes be accessed readily? Scrap attached DL as fix agenda for next Audit		