

named # 91777

Internal Audit Check list			
Internal Process Verification			
Created:	17 May 1995	Audit No 10b	
Revised:	31 August 2016	Last printed 15/08/2011	Page 1 of 1
Audit Date	26-4-17	Auditor Helen Lamb BSc Hons	

	QUESTION:	RESPONSE	Y/N
1	Is the Quality Statement Policy and Objectives reviewed annually. ISO – Document Index Task ID (300). Search Issues and review.		Y
2	Is the process manual up to date. ISO – Document Index Task ID (548). Search Issues and review.	new process done Feb 17	Y
3	Is documentation checked prior to formal approval and issue.	78187 Docid 9610	Y
4	Check that there is a system in operation for the request for amendments.	Doc index	Y
5	Verify that amendments are updated electronically and old copies archived.	Intrastats Automatic	Y
6	Are sales orientated records filed and archived correctly in the ORD files, in the office and archiving.		Y
7	Has organisation Chart changed.	Roles + Responsibilities	Y
8	Has personnel responsibility descriptions changed.	Roles + Responsibilities New	Y
9	Check that the CE files are maintained by sole responsibility.	MD	Y
10	Check that the Notified body is informed of major changes to Documentation.	None yet	Y
11	Check that electronic documents are regularly backed up and secure off site. ISO – Document Index Task ID (452). Search Issues and review.		Y

1/8 Could Doc index Admin Amendment log show history?
 Remind DL Better on
 prove goes on Doc Admin page
 issue. search in issues to get history ✓