

Internal Audit Check list

POST MARKETING

Created:	17/May 1995	Audit No 22	VM3/COP18 VOP
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Audit Date	5-6-17	Auditor Helen Lamb Bsc Hons	ISO

QUESTION:	RESPONSE:	Y/N
Verify that monthly meetings are undertaken. (Sales and Marketing Meeting)	now done quarterly	Y
Ascertain the chair of the meeting.	MD	
Check that other relevant personnel are involved in the meeting.		Y
Verify that topics "1" through "14" are discussed and fully covered.	all discussed	Y
Check that the minutes are filed accordingly.	Infrastats issues generated during meetings	Y
Does the meeting produce a subsequent personnel action plan?	Issues generated in meetings	X
Are these actions followed up in a timely manner?	Issues	Y