

VST # 93687

Internal Audit Check list**POST MARKETING**

Created:	17/May 1995	Audit No 22	VM3/COP18 VOP
Revised:	15 August 2011	Last printed 6/2/2006 01:42:00 PM	Page 1 of 1
Audit Date	5-6-17	Auditor <i>Helen Lamb Bsc Hons</i>	ISO

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