Vlcmod # 96402 (handwritten)

Internal Audit Check list

DOCUMENT CONTROL

Created:	17/May 1995	**Audit No 10**	VM3/COP01 14 VOP 01
Revised:	24 August 2016	Last printed 30/04/2007 10:55:00 AM	Page 1 of 2
Audit Date	22-6-17	Auditor Helen Lamb Bsc Hons	ISO 4.2 4.2.2

Documentation control is being moved from a paper system to Intrastats
Many of the questions asked are now superfluous as the checks are carried out automatically, and recorded automatically. The hard copies are being replaced and Archived.

1	**QUESTION:**	**RESPONSE:**	
2	Is there sole responsibility for company procedures and other documentation.	IT director has sole access to Intrastat system	N/A
3	Verify that documentation is checked prior to formal approval and issue and authorisation is unique	Intrastats	N/A
4	Verify that all personnel have access to their relevant areas of the documentation.	Intrastats	N/A
5	Verify that amendments can be requested and are controlled by Date issue. are updated Electronically and old copies Archived.	Intrastats	N/A
6	Check that the C.E. files are maintained by sole responsibility.	MD	Y
7	Check that obsolete data in the files is Archived	Intrastats also Archives store	N/A
8	Are manufacturers data sheets supplied the latest issue.	Intrastats	N/A
9	Verify that checks are made to ascertain the latest issue data sheets are supplied after design change / modification (from suppliers).	Intrastats	N/A
10	Are Intrastat documents regularly backed-up and secure offsite Task ID (452)	Intrastats – Roles and Responsibilities. Task ID (452)	N/A
11	Check that the document register is complete and adequate.	Intrastats	N/A
12	Check that documents are filed where they say they are and the responsibility is true.	Intrastats on workstation	N/A
13	Verify that records are easily retrievable for information and analysis.	Intrastats on workstation	N/A

14	Are printed copies of production procedures the latest issue status.	No printed copies	N/A
15	Is the procedure for ensuring only the latest issue of drawings and documentation available working correctly Check 6 items in the Index. Task ID (371)	Intrastats. Task ID (371)	N/A
16	Are quality records properly filed and easily retrievable.	Intrastats	N/A
17	Is the Company procedures Manual the latest version.	Intrastats	N/A
18	Has the organisation chart changed.		
19	Has the responsibility descriptions changed.	Intrastats – Roles and Responsibilities	N/A
20	Stock linked document – have documents been linked to stock correctly. ISO - Document Index Admin – Complete Amendment Log - look down the list for stock related documents, then see if the stock link is present. The list shows the last 3 months.	#21619 not present - Zip file #21613 not needed #21470 all rest have stock attached	bh Y
21	Duplicate Documents – Task ID (370) – ISO - Documentation Index Admin – find duplicate files. This should be empty. Make a note of the number and dates.	No Duplicates	Y