

Internal Audit Check list

CE Files

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Paper files are becoming obsolete as electronic documentation supersedes them.
Emails can be found in Goldmine and documentation in Intrastats

Question	Response/Answer	Y/N
Check and list current CE Files : Intrastats; Paperport; Technical Library.		
CE File	Intrastats	Paperport
Technical Library.		
AI Sensors	Y	Y
Anaestim II	Y	Y
Apgar Timer	Y	Y
C-Lect Pippa	<i>in Progress</i>	Y
Dolphin	<i>not needed</i>	Y
Microstim DB	Y	Y
Microstim MkIII	<i>in Progress</i>	Y
Nova Oxygen tents	Y	Y
Plastic Headboxes	<i>in Progress</i>	Y
Plastic Lightshields	<i>in Progress</i>	Y
Plastic Cot Lids	Y	Y
Plastic Vent Tube	<i>in Progress</i>	Y
Plastic Heatshields	<i>in Progress</i>	Y
Plastic Chair	<i>in Progress</i>	Y
Plastic	<i>in Progress</i>	Y
SpO2	<i>NO</i>	Y
Tee Adapters	Y	Y
<i>ANVITAC</i>	Y	Y
Temperature Probes	<i>in Progress</i>	Y
Thermacots	Y	Y
Tom Thumb	<i>ENO</i>	Y
VN202	<i>NO</i>	Y
Do all Products have a CE File		Y
Do all files contain the master layout and are they filled in correctly		Y
Are MDA guidelines available for classification information. Library and electronically		Y
Check that form RG2 has been completed and submitted to MDA for any Class I products		Y
Check that the files classification information for Canada is in their required format.		
Check that CMDCAS guidelines are available for classification.		Y

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