VST

Internal Audit Check list

Training

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Internal audits has been moved totally to the "**Intrastat**" system.

1. The requirement for every member of staff to re-evaluate there own training record is automatically generated as an "Issue" in Intrastats annually
2. Each new employee must have the Induction recorded on there own training record.
3. Training records are now held electronically
4. The competence level required is discussed regularly at management meetings
5. The identification of training is discussed at management meetings
6. Actions are taken at these meetings to ensure the company has correctly trained people.

Y

Question	Response/Answer	Y/N
Are arrangements for training **personnel satisfactory** Management Check courses over last year		Y
Check that personnel record any in-house training undertaken.		Y
Check that this training is entered onto training record.		Y