

Internal Audit Check list

ANALYSIS of DATA

Created:	17/May 1995	Audit No 23	VM3/COP VOP 15
Revised:	12 June 2017		Page 1 of 1
Audit Date	11-8-17	Auditor Helen Lamb BSc Hons	ISO 8.4

	<u>QUESTION:</u>	<u>RESPONSE:</u>	Y/ N
1	Check that the information register is complete and correct. Intrastats Document Index	Master Document Index	Y
2	Verify that meetings take place to the required periodicity. Intrastats – Meeting – Host Meeting – Review Page		Y
3	Check that the correct personnel are involved in these meetings.	Roles and Responsibilities	Y
4	Verify that minutes are filed accordingly. Intrastats – Meeting – Host Meeting – check History and then click the Meeting Title.		Y
5	Do the meetings produce subsequent personnel plans of action.	ISSUES where needed	Y
6	Are these actions followed up in a timely manner?	Issue system	Y
7	Check that relevant information and data is collated for further presentation. Intrastats		Y