

# 1/ST Internal Audit Check list

## ANALYSIS of DATA

|            |              |                             |                   |
|------------|--------------|-----------------------------|-------------------|
| Created:   | 17/May 1995  | Audit No 23                 | VM3/COP<br>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>                | <u>Y/<br/>N</u> |
|---|---|---------------------------------|-----------------|
| 1 | Check that the information register is complete and correct.<br><br>Intrastats Document Index   | Intrastats<br>Document<br>index | Y               |
| 2 | Verify that meetings take place to the required periodicity.<br><br>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.<br><br>Intrastats – Meeting – Host Meeting – check History and then click the Meeting Title. |                                 | Y               |
| 5 | Do the meetings produce subsequent personnel plans of action.   | Issues<br>where needed          | Y               |
| 6 | Are these actions followed up in a timely manner?   | Issue<br>System                 | Y               |
| 7 | Check that relevant information and data is collated for further presentation.<br><br>Intrastats  |                                 | Y               |