

Internal Audit Check list

MANAGEMENT REVIEW

Created:	17/May 1995	Audit No 18	VM3/COP VOP 13
Revised:	22 May 2007	Last printed 22/05/2007 01:43:03 PM	Page 1 of 2
Audit Date	22 MAY 2007	Auditor DLAMB	ISO 5.6

Question	Response	Y/N
Check the Review is carried out timely.	Y every 2-3 months	Y
Verify that all relevant persons were present.	DLAMB Present 5/6	Y
Check that the review was carried out to the preset agenda.	Intra Dept Agenda	Y
Is this agenda adequate?	Yes	
Check that an action plan is generated from the review.	Intra Dept Issues	Y
Check that actions are completed in a timely manner.	Y	
Are minutes retained from the review?	Y	
Can these minutes be accessed readily?	Y issues system	

Management Review DATE