

# Internal Audit Check list

## MANAGEMENT REVIEW

|            |             |                                     |                   |
|------------|-------------|-------------------------------------|-------------------|
| Created:   | 17/May 1995 | <b>Audit No 18</b>                  | VM3/COP<br>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 DL.AmB                      | ISO 5.6           |

| Question  | Response                   | Y/N |
|---|----------------------------|-----|
| Check the Review is carried out timely.                     | Y<br>every<br>2-3months    | Y   |
| Verify that all relevant persons were present.              | DL.AMOS<br>Present<br>Self | Y   |
| Check that the review was carried out to the preset agenda. | Intraday<br>Agenda         | Y   |
| Is this agenda adequate?                                    | Yes                        |     |
| Check that an action plan is generated from the review.     | Intra Stds<br>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<br>issuesystem           |     |
|   |                            |     |
|   |                            |     |
|   |                            |     |
|   |                            |     |

**Management Review**      DATE