

Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD INTERNAL AUDITS

Created:	17/May 1995	Audit No 17	
			Page 1 of 2
Audit Date	30-12-25	Auditor Helen Lamb Dee Lamb	

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2 015 9.2.1	<p>The organization shall conduct internal audits at planned intervals to provide information on whether the quality management system:</p> <p>a) conforms to:</p> <p>1) the organization's own requirements for its quality management system;</p> <p>2) the requirements of this International Standard;</p> <p>b) is effectively implemented and maintained.</p>	<p><i>Audit Calander Route map Doc index management Review</i></p>

	<u>QUESTION:</u>	<u>RESPONSE:</u>	Y/N
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory.	<i>Nothing outstanding No non conformances</i>	Y
2	Verify that audits are performed independently of audit area. <i>Audits by Helen, Dee & Mike</i>		Y
3	Check that the audit programme shows every area of the system has been covered. Intrastats → ISO → Document index File Groups → Processes to Audits VOPs.	<i>Checked No gaps</i>	Y
4	Verify that checklists are used to conduct the audit.		Y
5	Verify that area processes have been updated for the current year and are on the bottom of each audits.		Y
6	Check that sufficient objective evidence has been taken to ascertain conformance.		Y
7	Check that an audit report issue is produced that highlights agreed corrective actions.	<i>Issues + Non Con issues</i>	Y
8	Check that these actions have followed up in a timely manner.		Y
9	Check that the audit database and matrix, is updated. (route map to ISO standard, link to QC 17 Cross reference)		Y

10	Verify that an Audit review has been undertaken. (Audit 21)		Y
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Sub Processes Linked to Audit 17

Review the below processes tasks and audits and ensure they are completed in a timely manner.

List Processes Per Title

Clone from Docid

Managing Director				
Process Scope	Roll Task Roll Audit	Risk	Action	
PROCESSID 7972 To Comply with Top Level Re-authorise the Current Audits for next 12 Months Cover the Agenda as Per VOP13 *Note was linked to Viamed management headers relinked in 2025	Task: 1094 Managing Director Audit : 379089 Due Feb 26	Freq 1 Risk 1 Overall 1	Task 12M	
Audits				
Process Scope	Roll Task Roll Audit	Risk	Action	
PROCESSID 7728 To carry out Audit 17 Internal Audits Viamed Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.	Task: Audit :11 Company Secretary Audit	Freq 1 Risk 2 Overall 2	Audit 12M	
PROCESSID 7776 To carry out Audit 17 Internal Audits VST Any follow on issues must be identified with Observation Issue or a Non Conformance Issue. If the issue is a Non Conformance a QC21 form must be filled in, as per the QC21 form procedure, and investigated as such.	Task: Audit :191 Company Secretary Audit	Freq 1 Risk 2 Overall 2	Audit 12M	

Rolling Tasks Linked to Document :Task (11) Task (191) Task (1094)