Internal Audit Check list

VANDAGRAPH SENSOR TECHNOLOGIES LTD ANALYSIS OF DATA			
Created:	17/May 1995	**Audit No 23**	
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Audit Date	13-8-26	Auditor Helen Lamb	.

Company / ISO Section	Criteria of ISO Section	Auditor Comments / Issues
VST Ltd ISO9001:2015 7.5.2	**Creating and updating** 7.5.2 Creating and updating When creating and updating documented information, the organization shall ensure appropriate: a) identification and description (e.g. a title, date, author, or reference number); b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic); c) review and approval for suitability and adequacy.	Doc index operating procedures for documentation
VST Ltd ISO9001:2015 7.5.3	**Control of documented information**	
VST Ltd ISO9001:2015 8.1	**Operational planning and control** The organization shall plan, implement and control the processes (see 4.4) needed to meet the requirements for the provision of products and services, and to implement the actions determined in Clause 6, by: a) determining the requirements for the products and services; b) establishing criteria for: 1) the processes; 2) the acceptance of products and services; c) determining the resources needed to achieve conformity to the product and service requirements; d) implementing control of the processes in accordance with the criteria; e) determining, maintaining and retaining documented information to the extent necessary: 1) to have confidence that the processes have been carried out as planned; 2) to demonstrate the conformity of products and services to their requirements. The output of this planning shall be suitable for the organizations operations. The organization shall control planned changes and review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary. The organization shall ensure that outsourced processes are controlled (see 8.4).	management review Feedback issues Route Map Roles + tasks Calibration QA Supplier review

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	QUESTION:	RESPONSE:	Y/N
1	Review Last years Audit. Update processes if required. Are all follow on Issue resolved satisfactory. No Non Conformance issues	No outstanding Issues	Y
2	Check that the information register is complete and correct. Intrastats Document Index		Y
3	Verify that meetings take place to the required periodicity. Intrastats – Meeting – Host Meeting – Review Page		Y
4	Check that the correct personnel are involved in these meetings.	Roles and Responsibilities	Y
5	Verify that minutes are filed accordingly. Intrastats – Meeting – Host Meeting – check History and then click the Meeting Title.		Y
6	Do the meetings produce subsequent personnel plans of action.		Y
7	Are these actions followed up in a timely manner. Task ID 746. Yearly Management Review. 371466		Y
8	Check that relevant information and data is collated for further presentation. Intrastats		Y

Sub Processes Linked to Audit
Review the below processes tasks and audits and ensure they are completed in a timely manner.

List Processes Per Title

Clone from Docid

Share Holder				
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**	Notes
PROCESSID **7862** Review The Audit Calendar Screen	Task: Audit :173 382125✓ Managing Director	Freq 1 Risk 1 Overall 1	Audit 12M	

Managing Director				
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**	Notes
PROCESSID **26** Overview of the Company using various data Reporting Screens	Task: 114 Managing Director 404799✓ Audit :	Freq 3 Risk 1 Overall 3	Task 1M	
PROCESSID **27** To review and close all automatic rolling Issues. Including all rolling tasks and audits	Task: 290 405499✓ Managing Director Audit :775 394888✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1W Audit 6M	
PROCESSID **5877** To review the numbers of various departments. Showing increasing / reducing staff requirements Check Audit Roles Titles and Processes in Employee Roles and Titles. Check the Page for Red Crosses and potentially missing objectives	Task: 114 404799✓ Managing Director Audit :561 377830✓ Company Secretary	Freq 3 Risk 1 Overall 3	Task 1M Audit 12M	
PROCESSID **6931** Review the Customer Complaints Heading	Task: 728 405751✓ Managing Director in terms Audit :774 396176✓ Company Secretary	Freq 1 Risk 3 Overall 3	Task 1W Audit 6M	

PROCESSID **7070** To discuss any problems, to assess work load and staffing. To review issues.	Task: 83 404513✓ Managing Director Audit :	Freq 2 Risk 1 Overall 2	Task 3M
PROCESSID **7713** Ensure All tasks allocated to active Members of staff,	Task: 548 403249✓ Managing Director Audit :1218 401695✓ Company Secretary	Freq 2 Risk 2 Overall 4	Task 1M Audit 6M
PROCESSID **7830** To review the Quantities of Failed product per Stock reference Passing through the Q.A. system	Task: 727 404569✓ Goods In Audit :729 404571✓ Managing Director	Freq 3 Risk 1 Overall 3	Task 1M Audit 3M
PROCESSID **7837** To Review the External Parties Influencing The QMS VST / Viamed Checked the Scopes and Risks, Review the Underlining Processes and Tasks	Task: 743 376739✓ Managing Director Audit :784 379685✓ Company Secretary	Freq 1 Risk 1 Overall 1	Task 12M Audit 12M
PROCESSID **7838** Review Customer Feedback Negative	Task: 739 403506✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M
PROCESSID **7839** To Review Viamed Customer Complaints	Task: 737 403504✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M
PROCESSID **7840** To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raised	Task: 740 403507✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M
PROCESSID **7841** To review Customer Complaints see if Non Conformance need to be raised	Task: 738 403505✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M
PROCESSID **7842** To review Negative feedback form Products see if Non Conformance or customer Complaints need to be raised	Task: 741 403508✓ Managing Director Audit :	Freq 3 Risk 1 Overall 3	Task 1M
PROCESSID **7843** To review Negative feedback form Products see if Non Conformance or customer	Task: 742 403509✓ Managing Director	Freq 3 Risk 1 Overall 3	Task 1M

Complaints need to be raise	Audit :			
PROCESSID **7849** Review the Customer Returns and Review Product Failures New Codes	Task: 750 405632✓ Managing Director Audit :751 404572x Director 3 (Steve) in terms	Freq 1 Risk 3 Overall 3	Task 1W Audit 3M	

ISO and Compliance Controller

Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**	Notes
PROCESSID **7071** The process by which re view and risk assess all product files, check that no Products / Designs have changed significantly to warrant informing any notified bodies eg. MDD / BSI / CMDCAS or any other related Body.	Task: 50 404570✓ Managing Director Audit :14 396003✓ Company Secretary	Freq 1 Risk 3 Overall 3	Task 2M Audit 12M	

Documentation And Records Controller

Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**	Notes
PROCESSID **7969** To report official weee waste Weights we have placed in the Markets	Task: 76 384562✓ Company Secretary Audit :1088 404601x Managing Director in terms	Freq 1 Risk 3 Overall 3	Task 12M Audit 12M	

Data Protection Officer

Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**	Notes
PROCESSID **7930** Flow of GDPR Data through the companys	Task: 958 391679✓ Company Secretary	Freq 1 Risk 1	Task 12M Audit 12M	

	Audit :959 394391✓ Managing Director	Overall 1		
Audits				
Process Scope	**Roll Task** **Roll Audit**	**Risk**	**Action**	Notes
PROCESSID **7733** To carry out Audit 23 Analysis Of Data 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 :43 402611✗ Company Secretary Audit	Freq 1 Risk 2 Overall 2	Audit 12M	
PROCESSID **7781** To carry out Audit 23 Analysis Of Data 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 :185 402612 Company Secretary Audit	Freq 1 Risk 2 Overall 2	Audit 12M	

Rolling Tasks Linked to Document :Task (43) Task (185) Task (290) Task (728) Task (114) Task (83) Task (743) Task (750) Task (727) Task (548) Task (737) Task (739) Task (741) Task (738) Task (740) Task (742) Task (50) Task (958) Task (76) Task (173)