**PERANGKAT AIMA TK**

| **No.** | **SIKLUS AUDIT INTERNAL MANAJEMEN** | **TINDAKAN** | **KODE DOKUMEN** | **KETERANGAN** |
| --- | --- | --- | --- | --- |
| 1. | [*PLAN* (Perencanaan AIMA)](file:///F:\AIMA%20TK-Bu%20Narni%20UM\9.%20Plan%20AIMA%20TK.docx) | 1. Kepala TK menentukan persyaratan Tim Auditor | [P1](file:///F:\AIMA%20TK-Bu%20Narni%20UM\9a.%20KODE%20DOKUMEN%20P1.docx) | Persyaratan menjadi Tim Auditor |
| 1. Kepala TK menentukan kriteria auditor | [P2](file:///F:\AIMA%20TK-Bu%20Narni%20UM\9b.%20KODE%20DOKUMEN%20P2.docx) | Instrumen Perekrutan Tim Auditor dan sampai terpilih Tim Auditor |
| 1. Kepala TK menentukan tanggung jawab Tim Auditor | [P3](file:///F:\AIMA%20TK-Bu%20Narni%20UM\9c.%20KODE%20DOKUMEN%20P3.docx) | Tanggung jawab Tim Auditor |
| 1. Kepala TK membuat surat tugas kepada Tim Auditor | [P4](file:///F:\AIMA%20TK-Bu%20Narni%20UM\9d.%20Kode%20Dokumen%20P4.docx) | Format contoh surat keputusan dan surat tugas Tim Auditor |
| 1. Tim Auditor menyusun langkah kerja | [P5](file:///F:\AIMA%20TK-Bu%20Narni%20UM\9e.%20Kode%20Dokumen%20P5.docx) | Format langkah kerja audit internal manajemen |
| 1. Tim Auditor membuat ruang lingkup/dimensi audit internal manajemen | [P6](file:///F:\AIMA%20TK-Bu%20Narni%20UM\9f.%20Kode%20Dokumen%20P6.docx) | Format ruang lingkup audit internal manajemen |
| 1. Tim Auditor menyusun jadwal dan rencana pelaksanaan audit | [P7](file:///F:\AIMA%20TK-Bu%20Narni%20UM\9g.%20Kode%20Dokumen%207.docx) | Format jadwal pelaksanaan audit |
| 2. | *[DO](F:\\AIMA TK-Bu Narni UM\\10. Do.docx)* [(Pelaksanaan/](F:\\AIMA TK-Bu Narni UM\\10. Do.docx)  [Implementasi AIMA)](F:\\AIMA TK-Bu Narni UM\\10. Do.docx) | 1. Evaluasi dokumen yang disusun oleh auditi | [D1](file:///F:\AIMA%20TK-Bu%20Narni%20UM\10a.%20Kode%20Dokumen%20D1.docx) | Format Instrumen Dokumen disusun oleh Audite |
| 2. Uji lapangan | [D2](file:///F:\AIMA%20TK-Bu%20Narni%20UM\10b.%20KODE%20DOKUMEN%20D2.docx)  [D2a](file:///F:\AIMA%20TK-Bu%20Narni%20UM\10c.%20kode%20dok%20d2%20ringkasan.docx) | Format Instrumen Kesesuaian/Observasi |
| 3. Berita acara | [D3](file:///F:\AIMA%20TK-Bu%20Narni%20UM\10d.%20Kode%20Dokumen%20D3.docx) | Format berita acara |
| 4. Analisa temuan  - Rapat pelaksanaan  - Notulen rapat  - Daftar hadir | [D4](file:///F:\AIMA%20TK-Bu%20Narni%20UM\10e.%20Kode%20Dokumen%20D4.docx) | Format Instrumen analisa temuan |
| 3. | *[CHECK](F:\\AIMA TK-Bu Narni UM\\11. check.docx)* [(Pemeriksaan/](F:\\AIMA TK-Bu Narni UM\\11. check.docx)  [Monitoring & Evaluasi)](F:\\AIMA TK-Bu Narni UM\\11. check.docx) | 1. Membuat rekomendasi | [C1](file:///F:\AIMA%20TK-Bu%20Narni%20UM\11a.%20KODE%20DOKUMEN%20C1.docx) | Format Instrumen rekomendasi |
| 1. Membuat Laporan Audit | [C2](file:///F:\AIMA%20TK-Bu%20Narni%20UM\11b.%20Kode%20Dokumen%20C2.docx) | Format laporan audit |
| 4. | *[ACT](F:\\AIMA TK-Bu Narni UM\\12. Tindak lanjut.docx)* [(Tindak](F:\\AIMA TK-Bu Narni UM\\12. Tindak lanjut.docx)  [Lanjut)](F:\\AIMA TK-Bu Narni UM\\12. Tindak lanjut.docx) | 1. Tindak Lanjut pelaksanaan rekomendasi dan Evaluasi Proses Audit | [A1](file:///F:\AIMA%20TK-Bu%20Narni%20UM\12a.%20KODE%20DOKUMEN%20A1.docx) | Format Tindak Lanjut |