

5 points for the kickoff



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The agenda

- ✓ Introducing the audit team
- ✓ Scope of audit
- ✓ Approach of the audit
- ✓ Establishing communication protocols
- ✓ Target time lines



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Additional considerations

- ✓ Determine whether there may be any unique characteristics.
- ✓ Plan for in-person/ remote auditees



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Preparatory material

- ✓ Policy and procedure manuals.
- ✓ Organizational charts.
- ✓ Key business metrics or scorecards.
- ✓ Key software applications.
- ✓ Process flowcharts.
- ✓ Key vendors or contracts.
- ✓ Regulatory requirements specific to the organization



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Thank you!

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connect with me to explore more on
auditing topics.



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