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|  |  |  | **Audit Meeting** |

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| **Business Unit Name** | Sharjah Media City FZA | **Prepared By** | Jad |
| **Audit No.** | 01/2023 | **Date** | 09/03/2023 |
| **Audit Title** | Procurement Department | **Reviewed By** | Sahar Hussein |
| **Audit Type** | Operational/Compliance | **Date** | 09/03/2023 |

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| **Working Paper --- Auditor Meeting Form** |
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| **Insourced Resources** | Jad …..,….Farah |
| **Outsourced Resources** | Sahar Hussein |
| **Purpose** | 1. Prepare audit team for the assignment 2. Review scope & Objectives of the audit 3. Discuss & Review Audit Programs ( RCM ) |
| **Attendees** | Sahar Hussein, xxxxx,xxxxxx,xxxxxx |
| **Date** | 09/03/2023 |
| **Time** | 9:00 AM |
| **Place** | Internal Audit Manager office |
| **Objective** | 1. Discuss audit objectives & Detailed programs related to this audit 2. Ensure audit team has the necessary Knowledge & Skills needed for this assignment |

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| **Supporting Documentation Reference** | |
| Detailed programs discussed in this meeting. | |
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| **Meeting Minutes** | |
| Detailed audit programs discussed , audit team Readiness is confirmed | |

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| **Auditor** |  |

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| **Audit Manager** |  |

**Audit Manager**