###### Final Report Release Checklist

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| Assignment Name | | Assignment No |
| Engagement Manager |
| Company Name |  | |

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| **Sl. No** | **Checklist** | **Status** | **Remarks** |
| 1 | Whether there is an Executive Summary written with summary of high risk observations for a top management view |  |  |
| 2 | Whether Objective and Scope Document is given and relates to the Engagement Letter |  |  |
| 3 | Whether the Language used in the Reports are positive, affirmative and objective |  |  |
| 4 | Whether the language is easily understandable to a general person and jargon free |  |  |
| 5 | Whether there are no comments which are in an attacking tone and adequate care is taken to keep them free of abuses |  |  |
| 6 | Whether there is adequate numbering system followed and there is a table of contents referring to the report and observations |  |  |
| 7 | Whether all the observations are supported by evidences and are not ambiguous |  |  |
| 8 | Are there any trend, performance information which may be represented using Graphs |  |  |

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| **Sl. No** | **Checklist** | **Status** | **Remarks** |
| 9 | Is caution taken in usage of logos of the clients with adequate written permissions |  |  |
| 10 | Is the formatting of the report done using your standardized formats signed of with the client. Please give extra check on headers, footers, first page, annexure etc., |  |  |
| 11 | Check the valuation of Risk levels is as per the methodology / score matrix signed off with the client |  |  |
| 12 | All the observations are linked / mapped to the evidences |  |  |
| 13 | Ensure that the Audit Report adheres to the Standard of Internal Audit (SIA) 4 for Reporting issued by Institute of Chartered Accountants of India. (ICAI) |  |  |
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Team Leader Engagement Manager

Partner