###### Opening Meeting Control Statement

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

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| **Date of Meeting** |  | | **Department** |  | |
| **Participants from Auditees** | | | **Participants from Internal Audit Team** | | |
| **Name** | | **Designation** | **Name** | | **Designation** |
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| **Sl No** | **Steps of Opening Meet** | **Handled by** | **Documentation** |
| 1 | Introduce the Internal Audit members to the Auditees and explain about the objectives and methodology of the Audit |  |  |
| 2 | Explain about the time schedule of the project and the names of persons from the Auditee end to coordinate |  |  |
| 3 | Understand specific objectives of the Auditees and the business goals etc., |  |  |
| 4 | Understand the specific performance indicators used to measure in the area under Audit |  |  |
| 5 | Get a general understanding of the business process, ERP etc. |  |  |
| 6 | Collect various operating procedures, policies |  |  |
| 7 | (Reffer footnote) |  |  |

Any further specific questions may be raised apart from generic. Whereas, the objective of the meet is to give a very high level understanding on the audit.