Audit Phases

Preparation: Starts from decision to conduct audit. Includes team selection through on-site gathering and review of information

Performance: On-site opening meeting through gathering and analysis of information, what people think of as “The audit”.

Reporting: Exit meeting through publication of formal audit report. Is the translation of audit team’s conclusion into tangible product.

Closure: Tracking and evaluation of corrective actions taken based on reported weakness.

Data Collection

Interview

Data Gathering   
 Not objective evidence  
 Conducting an interview

Sampling

Trace Forward

Trace back

Audit Data Sources

Physical properties  
Observation  
Documents and records  
Interviews  
Patterns of information

Audit steps

Planning

Purpose, scope , team resources, authority, standards, understanding of processes, contact auditees, evaluate documented system, create checklist of data needed.

Produce: Audit plan, audit checklist, logistical arrangements, initial evaluation of methods, plan for fact collection.

Performance

(field work) Meeting with auditees-Opening meeting; Understanding of process and control; Communicating with audit team members; communicating with auditee.

Reporting

Accuracy, conciseness, clarity, timeliness and tone; Introduction, overall summary, statement of findings to auditee, client and official files (as quality record)

Findings

Clear, concise statements of generic problems

Closure

[after reports] evaluation of responses(CAPlan for root causes); verification of corrective actions; closing of audit (common at net audit) assembly of the records (good rule in five years, but audit plan specifies)