**Database**

1. **Checks of Cases Closed in the last month (or a duration may be selected as per the requirement). (Genuine Checks)**
2. **Need to remove the pure report transfer cases.**
3. **Need to select the cases related to component (Education, Health License, Employment, Good Standing Certificate, Professional Qualification)**
4. Need to map the vendor checks. To determine the vendor checks, 4 sets of data will be referred:
   1. Data from Vendor Management Team
   2. Domestic vendor billed data from Finance Team
   3. International vendor billed data from Finance Team
   4. Vendor check as per the Check level data

**Data Categorization**

1. Data need to categorized into five categories:-
   1. Vendor Cases
   2. Unable to verify Cases
   3. Negative Cases
   4. Verbal Cases
   5. Written Cases
2. The category of a case needs to be mapped on the basis of check type.

**Sample Size calculation**

1. The count of sample from every category needs to be calculated on the basis of three factors -
   1. Count of cases - XXX
   2. Confidence Level - 95%
   3. Margin of error - 10%

Note:- Number can be added or subtracted from a particular category as per the Risk level/requirement.

**Sample Selection**

* Select the particular category of cases for which the sample needs to be selected.
* Select the checks which belongs to the selected case category, for eg. In vendor cases, checks verified through the vendor need to be selected separately.
* Remove the checks with duplicate IAs, then with duplicate barcodes. This is required to ensure the selection of an unique IA and to avoid distribution of a single case to multiple auditors.
* Assign a random number to each log of the data set.
* Sort the data by arranging the random numbers from Highest to lowest.
* Select the cases from top to bottom. For eg. - If we need to select 30 cases in a particular category, then select the top 30 checks in the data.

Missing elements needs to be covered:-

* Vendor Cases - Vendor, Client, component, mode of verification.
* Verbal Cases - Client, Component, mode of verification
* Unable to Verify - check status (RTV,UTV,IICC)
* Negative - Client, Component, mode of verification
* Written - Client, Component

Try to cover maximum locations/regions.

**Sample Allocation**

1. Sample needs to be assigned as per the decided numbers, which is based upon the number of working days in a month. (Include planned leaves and Holidays)
2. Need to ensure that every auditor has approximately -
   1. Equal/Approx same count of total checks.
   2. Equal/Approx same count of type of checks
   3. Countries for which the count of checks are high like India, Philippines, Pakistan needs to be distributed equally.
   4. Total count of checks should not vary more than +/- 20 checks.
3. Cases should be assigned as per the auditors capabilities, Cases belongs to MENA region should be assigned to MENA auditors only, cases belongs to ROW category need to assign to rest of the auditors

Manual challenges:

* Finalising vendor checks is offline task
* The name of the vendor is written differently in offline trackers
* Some times, random selection does not cover all categories then manual selection is needed such as (all client, category, if vendor then all the vendor should be covered, all region (MENA/ROW)