

Template 49: Self-Assessment

Periodic Self-Assessment					
Quality Assessment	<i>Periodic Self Assessment</i>	Financial Year End	<i>[month and year]</i>	WP Ref.	
		Prepared by	<i>[initials]</i>	Date	<i>[date for preparing the work paper]</i>
		Reviewed by	<i>[initials]</i>	Date	<i>[date for preparing the work paper]</i>

	Broad / Specific Review Areas	Task	Remarks
1.	Internal Audit Unit Structure and Characteristics	<p>Assess the appropriateness of the Internal Audit Function's (IAF):</p> <ol style="list-style-type: none"> 1. Charter, 2. Mission statement, 3. Authority and Scope: the Authority, Scope and Responsibility of the IAF should be prescribed in a Charter signed by the Accounting Officer / Chief Executive of the Entity, the Chair of the Audit Committee and the Head of Internal Audit. (HIA) 4. Organizational Structure: the IAF should have an appropriate standing within the Entity's Organizational Structure and the HIA should be placed at an appropriately senior level similar to other Heads of Departments. 5. Reporting Lines: The HIA should report functionally to the Entity's Audit Committee and administratively to the Accounting Officer / Chief Executive. 6. Independence: the IAF and staff should be independent of the activities and functions it is required to audit. The IAF may only undertake consulting roles with specific safeguards. 7. The IAF should develop and implement appropriate Policies, Procedures and Work Programmes. 	

	Broad / Specific Review Areas	Task	Remarks
2	Performing the Quality Assessment Review	<p>The Quality Assessment Team should adopt a systemic approach and methodology including:</p> <ol style="list-style-type: none"> 1. Getting the HIA to complete a self-assessment questionnaire to facilitate detailed planning of the quality assessment review. 2. Reviewing the self-assessment completed by the HIA, and clarifying any issues that may arise or areas of concern. 3. Making a preliminary visit to the Entity to gather further information, adding details to the work plan, selecting and scheduling interviews with the Internal Audit function's stakeholders and staff, and preparing for the on-site reviews. 4. Using customer and staff surveys and summaries for guidance during on- site interviews and examination of documentation. 5. Performing on-site reviews, including: <ul style="list-style-type: none"> ▪ reviewing the Internal Audit function's administrative policies and procedures; ▪ considering the enterprise risk, governance and audit risk assessment in audit planning; ▪ reviewing the working papers and reports for selected audit and consulting projects undertaken by the Internal Audit function; ▪ reviewing the number and skills of staff and their continuing professional education; and, ▪ evaluating the capabilities and adequacy of audit coverage in Information Technology areas. 6. Interviewing selected members of the Audit Committee, executive management and Internal Audit staff, focusing on organizational risks and objectives of the Internal Audit function. 7. Considering other monitoring functions, similar to internal auditing, which may not be included in the Internal Audit function, such as evaluation, investigation, quality assurance, and process enhancement. 8. Reviewing and assessing the coordination of the Internal Audit function with the work of the independent auditors. 9. Evaluating the Internal Audit function's conformance to the Standards and other relevant standards. 10. Reviewing quality/process improvement actions currently underway and planned for in the short-term. Also considering best practices appropriate to the Entity's environment. 11. Drafting a report highlighting issues and recommendations arising from the quality assessment. Holding an exit meeting with the HIA to agree on the contents of the draft report. 12. Finalizing submitting and discussing the report with the entity's Accounting Officer. 13. Presenting the final report to the Entity's Audit Committee with a copy to Internal Auditor General. 	

	Broad / Specific Review Areas	Task	Remarks
3	Developing Annual and Project Plans	<p>Assessing whether Internal Audit's Annual and Activity Plans are guided by an assessment of the Entity's risk universe and the specific risks that may impact on the achievement of the Entity's strategic, operating, compliance, and reporting and sustainability objectives.</p> <p>Further assessing whether the IAF's work-plans are informed by an assessment of the entity's key risks with a significant amount of audit resources being dedicated to auditing the high-risk operations, activities and programmes.</p> <p>Also assessing whether Internal Audit reviews are also informed by periodic review of key quality assurance processes, reliance on control self-assessment processes.</p>	
4	Audit Engagement Process	<p>Assess whether the Audit Annual Work Plan is approved by the Audit Committee and are scheduled on a plan prepared by the HIAU. The internal audit engagement process should contain the following key elements:</p> <ol style="list-style-type: none"> 1. Preliminary survey 2. Notification of the Auditee prior to the planned commencement of fieldwork. 3. Entry meeting with the audit client. 4. Coordinating the audit engagement and discussion of audit findings and recommendations with the appropriate line and senior management. 5. Maintaining working papers and supporting evidence. 6. Completing the fieldwork within agreed budgets and timelines with little inconvenience as possible to line management. 7. Preparing and discussing draft reports prior to completion of fieldwork and discussing the report as part of the exit meeting. 8. Ensuring that management responses are received in a timely manner and the final reports are sent to the Audit Committee. 	

	Broad / Specific Review Areas	Task	Remarks
5	<i>Audit productivity and value addition</i>	Assessment of: <ol style="list-style-type: none"> 1. Extent of accomplishment of annual audit work plan, 2. Metrics used by the internal audit unit activity 3. Reporting of overall results to, <ul style="list-style-type: none"> • Senior management, • The audit committee • Other appropriate stake holders. 4. Adequacy of audit and consulting services 	
6	<i>Individual engagement and report review.</i>	Review of: <ol style="list-style-type: none"> 1. Management of the engagement process, 2. Working papers, 3. Reports, 4. Follow-up 5. Selected additional audit and consulting reports 6. Disclosed opportunities for improvement. 	
7	<i>Staff professional proficiency</i>	Assessment of: <ol style="list-style-type: none"> 1. Staff knowledge and skills, 2. Continuing education 3. General human resource management 4. Existence of a code of ethics 	