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STEPS OF AN AUDIT

1 LEARN THE SUBJECT

Gather information about your audit subject and break the subject matter into parts

LIMIT TO 5% OF BUDGET

2 CHOOSE CRITERIA

An audit is the evaluation of a subject matter against criteria. Laws, regs, contract terms and benchmarks are examples.

GET THE CLIENT TO AGREE

3 ASSESS INHERENT RISK

Which part of the subject matter is significant and deserves your attention?

NOW IT'S GETTING INTERESTING

4 REFINE OBJECTIVE

Rewrite the objective(s) to address the most important risks

MAXIMUM OF 6. LEST YOUR AUDIT HAVE A BIRTHDAY!

5 ASSESS CONTROLS

Is the auditee aware of the inherent risk and have they layered on the controls?

APPLY THE COSO MODEL HERE

6 IMAGINE FINDINGS

Before you start testing, imagine your final product. Still interested?

DO YOU WANT TO CONTINUE?

7 DESIGN PROCEDURES

Gather corroborating physical, documentary and testimonial evidence to support your findings and conclusions.

PLAN TO PROVE YOUR CONCLUSIONS

8 CRAFT PROGRAM

Create one document that links your objective, testing and references to documents.

HANDY, BUT NOT REQUIRED BY GAGAS

9 EXECUTE PROCEDURES

Test your theories, gather evidence and then write down the results in your audit documentation.

IF IT'S NOT DOCUMENTED, IT'S NOT DONE!

10 FINALIZE FINDINGS

Include the most compelling condition, effect, cause, criteria and recommendations you can prove!

TIE EVERY STATEMENT BACK TO EVIDENCE

11 CONCLUDE/OPINE

Answer each refined objective and make sure you are confident in your conclusion. If not, reconsider steps 3, 4 and 7!

WELL, DID THE AUDITEE MEET THE CRITERIA?

12 REPORT TO USERS

Add the mandatory elements of your report and make the format and grammar shine!

PUT LIPSTICK ON THAT AUDIT!