Compliance & Regulatory Internal Control Checklist

Document Details

Document Title	Compliance & Regulatory Internal Control Checklist
Prepared By	[Your Name or Department]
Date	[Date]
Version	[Version]

Checklist

No.	Control Area	Control Description	Status	Notes/Actions
1	Policies & Procedures	Are policies and procedures regularly reviewed and updated for regulatory compliance?	[ ] Yes [ ] No	
2	Training	Is compliance training conducted for relevant employees annually?	[ ] Yes [ ] No	
3	Monitoring	Are internal audits or compliance checks scheduled and completed as planned?	[ ] Yes [ ] No	
4	Record Keeping	Are all required records maintained and stored in accordance with regulatory timelines?	[ ] Yes [ ] No	
5	Incident Reporting	Is there a clear process for identifying and reporting compliance breaches?	[ ] Yes [ ] No	
6	Regulatory Updates	Is there a system to ensure the organization stays informed about regulatory changes?	[ ] Yes [ ] No	
7	Third-Party Compliance	Are third parties/vendors assessed for compliance risk at onboarding and periodically?	[ ] Yes [ ] No	
8	Corrective Actions	Are corrective actions for identified issues tracked and implemented on time?	[ ] Yes [ ] No	

Important Notes

- This checklist is a sample and should be tailored to match your organization's specific regulatory environment.
- Completion of this checklist does not guarantee full compliance; regular review is essential.
- Keep documentation updated and accessible for audits and regulatory inspections.
- Assign clear responsibilities for each control to ensure accountability.
- Review and enhance the checklist periodically to address new risks and regulations.