# Monitoring, Audit, and Review Section

## 1. Introduction

This section outlines the procedures and responsibilities for monitoring, auditing, and reviewing the processes/controls described in this document.

## 2. Objectives

1. Ensure continued compliance with policies and procedures.
2. Identify areas for improvement and corrective action.
3. Mitigate potential risks through ongoing oversight.

## 3. Monitoring

### 3.1 Scope

Define the processes, activities, or controls to be monitored regularly.

### 3.2 Methods

- Regular data collection and analysis
- Manual or automated system checks
- Performance metrics and KPIs

### 3.3 Responsibilities

Assign roles for monitoring (e.g., department leads, compliance officers).

## 4. Audit

### 4.1 Frequency

Describe how often audits will occur (e.g., quarterly, annually).

### 4.2 Scope

List specific processes, records, or activities to be audited.

### 4.3 Procedure

- Planning and scheduling audits
- Conducting interviews and reviewing documentation
- Reporting findings and follow-up actions

## 5. Review

### 5.1 Periodic Review

Outline when and how reviews of procedures or controls are performed (e.g., annually, after an incident).

### 5.2 Approval and Update

Describe the process for approving changes and updating documentation.

### 5.3 Document Control

Include version control, archiving, and access guidelines.

## 6. Reporting and Escalation

Specify how findings, issues, and recommendations are reported to management and actions escalated as required.

## 7. Roles & Responsibilities

Clearly define the roles of individuals and teams in monitoring, audit, review, and follow-up activities.

---

## Important Notes

- This section should be tailored to the organizational structure and regulatory requirements.
- Clear assignment of responsibilities ensures accountability.
- Documentation of findings and actions supports transparency and continuous improvement.
- Regular updates maintain relevance in response to changes in processes, risks, or regulations.