

Compliance Audit Methodology Documentation

1. Objective

Describe the purpose and scope of the compliance audit, outlining key regulations, standards, and organizational requirements that form the basis of the assessment.

2. Audit Criteria

List and detail the specific criteria against which compliance is measured (e.g., laws, policies, contractual obligations).

3. Audit Planning

1. Define audit scope and boundaries.
2. Identify processes, departments, or locations to be audited.
3. Establish audit team roles and responsibilities.
4. Develop a detailed audit plan and timeline.

4. Data Collection Methods

- Document reviews
- Interviews with key personnel
- Observation of processes
- Sampling and testing of transactions or records

5. Audit Execution

1. Conduct opening meeting with stakeholders.
2. Execute fieldwork as per the audit plan.
3. Record evidence and findings.
4. Hold daily debriefs with the audit team.

6. Compliance Assessment

Analyze collected evidence against audit criteria. Evaluate the degree of compliance and identify any deviations.

7. Reporting

1. Draft audit report with findings, non-conformities, and recommendations.
2. Review and finalize report with the audit team.
3. Present final report to management and relevant stakeholders.

8. Follow-up

Outline procedures to track implementation of corrective actions and schedule any necessary follow-up audits.

Important Notes

- This document should be reviewed regularly to reflect any changes in regulations or organizational structures.
- Clear documentation ensures audit consistency and repeatability.
- Always maintain audit evidence in accordance with applicable data retention policies.
- Methodology transparency supports stakeholder trust and regulatory trustworthiness.