

Scope and Objectives Document

Compliance Audit External Review

1. Purpose

This document outlines the scope and objectives for the Compliance Audit External Review. It establishes the boundaries, focus areas, and key intentions of the review engagement to ensure a structured and effective audit process.

2. Scope

The audit will cover the following functional and operational areas within the organization for the designated review period:

- Assessment of adherence to regulatory and statutory requirements relevant to the organization's operations
- Evaluation of the company's internal policies and their implementation effectiveness
- Verification of compliance with contractual obligations towards third parties and stakeholders
- Review of significant transactions and records to determine compliance risk areas
- Examination of corrective actions implemented from previous internal/external audit findings
- Limited to operations between January 1, 2023 and December 31, 2023
- Geographical coverage: All sites within the country of operation

3. Objectives

- To obtain reasonable assurance regarding the organization's compliance with applicable laws and regulations
- To identify control gaps or process weaknesses that may expose the organization to compliance risks
- To provide recommendations for improvement in the compliance management system
- To ensure the adequacy and effectiveness of implemented compliance policies and controls
- To assess the organization's preparedness for future regulatory changes and emerging risks

4. Exclusions

- Financial audit procedures outside of compliance checks
- Assessment of operational efficiency unless relating directly to compliance matters
- Sites outside the defined geographical area
- Non-related subsidiaries or affiliate operations

5. Deliverables

- Formal audit report addressing scope and objectives
- Summary of findings, risks, and recommendations
- Management response compilation (if available)

Important Notes

- This document should be approved by all relevant stakeholders prior to the audit commencement.
- Clearly defining the scope helps manage expectations and ensures all parties understand the audit limitations.
- Well-defined objectives ensure audit efforts remain focused and actionable.

- Edit this template to reflect organization-specific needs and regulatory contexts.
- Regular reviews and updates to this document are recommended for subsequent audits.