



<b>OPERATIONAL POLICIES</b>	Policy No.	<b>PAGE 1 OF 2</b>
	<b>170.00 QUALITY CONTROL &amp; ASSURANCE</b> <b>LAST REVISED: MARCH 31, 2016</b>	

## **QUALITY CONTROL & ASSURANCE**

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### **POLICY –**

- The AD has established and maintained a system of Quality Control that provides relevant parties with reasonable assurance that:
  - The organization and its' personnel comply with professional standards and applicable legal and regulatory requirements; and
  - The organization has an external peer review conducted every 3 years.
- The system of Quality Control adopted defines and monitors the AD's:
  - Leadership;
  - Emphasis on high quality work; and
  - Design and effectiveness of Quality Control Policies and Procedures.
- The AD develops and maintains Policies and Procedures for the IA function, which addresses Quality Assurance (QA) through standards of management, practice, proficiency, competency, execution, communication, documentation, reporting and review. The AD Policies and Procedures Manual is reviewed and updated at least annually.
- Each engagement has a review process specifically for QA to provide an assessment of work to:
  - Ensure adherence to the policies and procedures, and a related system of quality; and
  - Determine if the Policies and Procedures, including those of QA, are suitably designed and operating effectively.
- AD performs reviews to evaluate conformance with the Definition of Internal Auditing, the Code of Ethics, relevant GAGAS and *the Standards*.
- Audit Managers review the engagement work for projects under their direct supervision, while a separate Manager, Supervisor, or assigned staff, will perform specific Quality Control functions on work not performed by or under their specific assignment.
- The internal process, which is outlined in greater detail in Procedure 270.00, at minimum, includes:
  - Review of administrative and personnel records (related to Quality Control and Continuing Professional Education - CPE);
  - Review of audit and attestation documentation, including reports;
  - Periodic summarization of audit findings with related systemic causes;
  - Determination of corrective actions and/or improvements to engagement or quality processes; and
  - Written report of communication of findings and timely follow-up.

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- The QA function develops, adheres, reviews and modifies metrics associated with its' performance.
- The AD develops, adheres, reports, reviews, and modifies metrics associated with its' performance.

**RELEVANT PROFESSIONAL STANDARDS AND GUIDANCE**

**GAGAS**

Independence	3.02 – 3.359, A3.02 – A3.09
Professional Judgment	3.60 – 3.68
Competence	3.69 – 3.81
Quality Control and Assurance	3.81 – 3.107, A3.10 – A3.012

**IIA Standards**

1300	Quality Assurance and Improvement Program (QAIP)
1310	Requirements of the QAIP
1320	Reporting on the QAIP
1321	Use of “Conforms with the <i>International Standards for the Professional Practice of Internal Auditing</i> ”
2430	Use of “Conducted in Conformance with the <i>International Standards for the Professional Practice of Internal Auditing</i> ”

**IIA Practice Advisories**

1230 – 1	Continuing Professional Development
1300 – 1	Quality Assurance and Improvement Program
1310 – 1	Requirements of the Quality Assurance and Improvement Program

**CHANGE HISTORY**

Chg #	Date	Section	Description/Reason
1	3/31/2016	All	Reviewed and made general edits to the P&P

