Background Information on the internal audit (IA) activity.

Document Request Checklist cross-referenced to planning/program process flow: IA Governance, IA Staff, IA Management, and IA Process.

Planning Guides designed for each segment.

Surveys containing elements from each segment.

Interview Guides containing elements from each segment.

Programs designed for each segment. Assessors document their conclusions regarding conformance with mandatory guidance here.

Evaluation Summary provides a record of ratings determined within the programs by assessors.

Quality Assessment Report formatted to meet the needs of key stakeholders.
**INTERIM REPORTS**

Observations should be discussed with internal audit activity management when identified. Observations may include:

- Recommendations to address nonconformance with a standard.
- Successful practices the internal audit activity has in place.
- Process improvement opportunities that are unrelated to nonconformance with a standard.

An Observation Worksheet that can be used for interim reporting follows this description of reports in appendix F.

**FINAL REPORT FOR A FULL EXTERNAL ASSESSMENT**

Experience has shown that internal audit activities often prefer to use a format and section headings that their management and board are familiar with; external assessors usually have their own preferred format. Most report formats are acceptable, as long as they contain at least the following content:

- Objectives and scope
- Overall conformance evaluation (i.e., Generally Conforms, Partially Conforms, or Does Not Conform)
- Identification of any individual standards rated less than Generally Conforms, together with details of the observation/finding, recommendations for improvement, and management action plans
- An appendix that lists all of the *Standards* and their individual conformance levels
- Definition of terms used in the conformance ranking system
The following content is also highly recommended:

- Executive summary
- Identification of noteworthy strengths
- Process improvement opportunities to help the internal audit activity further add value

A Sample Report for a Full External Quality Assessment follows the Observation Worksheet in appendix F.

**Final Report for Self-assessment with Independent Validation**

The content of the report for a self-assessment with independent validation should be the same as that of a full external quality assessment. However, the report is created by the internal audit activity summarizing the results of its self-assessment.

The independent external assessor or assessment team validates the work of the internal audit activity’s self-assessment through review of assessment planning documentation, re-performing a sample of assessment work program steps, conducting interviews with key stakeholders, and assessing the conformance conclusions reported by the internal audit activity.

The independent external assessor adds a validation statement to the self-assessment with independent validation report to confirm its conclusions regarding the self-assessment performed by the internal audit activity. A sample Independent Validator Statement follows the Sample Report for a Full External Quality Assessment in appendix F.

**Communication Requirements**

The *Standards* requires that “The chief audit executive must communicate the results of the quality assurance and improvement program to senior management and the board.”
The Standards further states: “To demonstrate conformance with the Definition of Internal Auditing, the Code of Ethics, and the Standards, the results of external and periodic internal assessments are communicated upon completion of such assessments and the results of ongoing monitoring are communicated at least annually. The results include the assessor’s or assessment team’s evaluation with respect to the degree of conformance.”