STATE INTERNAL AUDIT ADVISORY BOARD

EXTERNAL QUALITY ASSURANCE COORDINATOR’S

REVIEW CHECKLIST

Agency

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Section A – Introduction

The State Internal Audit Advisory Board (SIAAB) is responsible for coordinating quality assurance reviews among the State’s internal audit organization in accordance with the Fiscal Control and Internal Auditing Act (FCIAA). State of Illinois Internal Audit Organizations designated to have an internal audit function are required to conduct an external quality assurance assessment (EQA) or a self-assessment with independent external validation (SAIV), at least once every five years by a qualified, independent assessor or assessment team from outside the organization (IIA *Attribute Standard 1312*).

Section B – Objectives

Each quality assurance review conducted on behalf of a State of Illinois Internal Audit Organization is required to determine whether the Internal Audit Organization is in conformance with the Institute of Internal Auditor’s *Definition of Internal Auditing, Code of Ethics, Core Principles, and International Standards for the Professional Practice of Internal Auditing* (*Standards).*

SIAAB has developed specific internal and external quality assurance review guidelines for conducting EQA’s or SAIV’s for which each State of Illinois Chief Internal Auditor is required to adhere to. Each Internal Audit Organization and Quality Assurance Review Team is required to follow [SIAAB Article III - Quality Assurance Program](https://siaab.audits.uillinois.edu/UserFiles/Servers/Server_4315/File/SIAAB%20Documentation/Bylaws/SIAAB_Bylaws-Approved_1-8-19.pdf#page=22) and [SIAAB Quality Assurance Program](https://siaab.audits.uillinois.edu/QAR_Program/QAR_Program_2017/) webpage.

Section C – Review Procedures

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|  | Initial/Date/W/P |
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| 1. Review the *IIA’s Definition of Internal Auditing*, *Code of Ethics, Core Principles,* and *Standards*; and FCIAA requirements.
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| 1. Review SIAAB Quality Assurance Review Program requirements in the SIAAB Bylaws Article III – Quality Assurance Program and SIAAB’s Quality Assurance Program webpage.
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| 1. Obtain the following quality assurance documents from the Assistant Quality Assurance Coordinator and review the assigned Internal Audit Organizations quality assurance documents:
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| 1. SIAAB’s Quality Assurance Audit Program (SAIV or EQA)
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| 1. SIAAB’s Quality Assurance Matrix (Matrix); and
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| 1. Draft SIAAB’s External Quality Assurance Report.
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| 1. Review the Audit Program and Matrix and determine whether:
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| 1. The quality assurance reviewer or Chief Internal Auditor used the SIAAB Audit Program and Quality Assurance Matrix as required;
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| 1. The Matrix included the following attributes:
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| 1. Was completed by the external quality assurance reviewer (EQA) or the Chief Internal Auditor (SAIV);
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| 1. Each review criteria contained a Generally Conforms (GC), a Partially Conforms (PC) or a Does Not Conform ( DC) Conclusion;
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| 1. Each review step contained a workpaper reference, if applicable, and was initialed and dated by the external quality assurance reviewer or Chief Internal Auditor as applicable; and
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| 1. Whenever any requirements were assessed as PC or DNC a brief explanation was included in the “Conclusion” box at the end of each section.
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|  | Initial/Date/W/P |
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| 1. Review the SIAAB External Assurance Report and determine whether:
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| 1. The SIAAB’s External Assurance Report template was used;
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| 1. All non-compliance issues were adequately supported within the SIAAB Quality Assurance Matrix and, if applicable, supporting workpapers; and
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| 1. The evaluator expressed an opinion as to the adequacy of the review/self-assessment and indicated the level of IA activity’s conformity to the IIA’s *Code of Ethics* and *Standards*.
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| 1. Determine whether the SIAAB External Assurance Report was signed by both the external reviewer/validator and the Chief Internal Auditor.
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| 1. Conclude on the adequacy of the external review/validation and if exceptions are noted follow-up with the reviewer/validator and/or Chief Internal Auditor to ensure that the report is complete and accurate so that it can be forwarded to the Assistant Quality Assurance Coordinator for SIAAB’s final review and distribution with Letter to Accept or Decline to Accept the report.
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| 1. Forward the completed SIAAB External Quality Assurance Coordinator’s Review Program to the Assistant Quality Assurance Coordinator upon completion of the SIAAB preliminary/initial review.
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