

(Customer Logo)	Site Audit Plan	(Client Logo)
	(Project Name)	

**Site Audit Plan**  
**For**  
**(Customers Project Name)**

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Rev	Date	Prepared by	Approved by	Description



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## The Audit Process: How We Work With You

The most successful audits are those involving sound planning and those in which the auditee and the auditors have a constructive working environment.

Our objective here is to have your continued support and involvement at every stage, so that you, our auditee, understand what we are doing and why. It is also designed to provide a resource for sharing the tools and techniques for each of the distinct phases of the audit process.

Although every audit is unique, the audit process is similar for most engagements, and normally consists of three stages: planning (sometimes called survey or preliminary review), executing and reporting.

### 1 Planning

During the planning portion of the audit, the auditor notifies the auditee of the audit, discusses the scope and objectives of the examination with management, gathers information on important processes, evaluates existing controls, and plans the remaining audit steps.

#### 1.1 Engagement Letter

The auditee is informed of the audit through an engagement letter from the Auditor General. This letter communicates the scope and objectives of the audit, the auditors assigned to undertake the audit, what materials/documents should be made available and other relevant information.

#### 1.2 Entrance Interview/Opening Conference

During this meeting, the auditee describes or is asked about the department or system to be reviewed, available resources and other relevant information. If required, the auditor meets with other senior managers directly responsible for the department under review and any staff members he/she wishes to include. It is important that the auditee identify issues or areas of special concern that should be addressed.

#### 1.2 Survey

In this phase the auditor gathers relevant information about the department in order to obtain a general overview of operations. He/She talks with key personnel and reviews reports, files, and other sources of information.