



FOLLOW-UP AUDIT PROCESS

Interaction	Control/Activities	Records
<p>Start</p> <p>1. Select previous audit for follow-up</p> <p>2. Prepare Follow-up Audit Report</p> <p>3. Email Follow-up Audit Report to auditee</p> <p>4. Received Follow up Audit Report via email</p> <p>5. Review and conform auditee's response</p> <p>6. Compile response and finalise Follow-up Audit Report</p> <p>7. Final Follow-Up Audit Report to be table in AC meeting</p> <p>8 File Follow-up Audit Report</p> <p>End</p>	<p>1. Compile all audit which need to be followed-up. Only audit which already more than 2 months (after date of report) would be followed-up. Raise the issues which have the specific due date agreed by auditee and auditor previously.</p> <p>2. Compile all findings in follow up audit report.</p> <p>3. Email follow up audit report to auditee and request response within 3 to 5 days, response should be given together with supporting documents, if necessary.</p> <p>4. Auditee only needs to email the response before or by the date agreed. If no response given, auditor will remind HOD via phone call, email, etc. If still not received, auditor will send reminder email to auditee and c.c to CEO.</p> <p>5. Review the response to ensure it is acceptable.</p> <p>6. Compile all HOD response and finalise the follow up audit report.</p> <p>7. Final Follow-Up Audit Report to be tabled in AC meeting and a copy of the report will be circulated to Audit Committee, CEO and auditee.</p> <p>8. Follow up audit report should be kept for record purposes and reference for next follow-up. Keep progress report for 7 years before decide to dispose.</p>	<p>• Follow-up Audit Report</p> <p>• Email</p> <p>• Reminder email</p> <p>• Follow-up Audit Report</p> <p>• Final Follow-up Audit Report</p> <p>• Follow-up Audit Report</p>

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