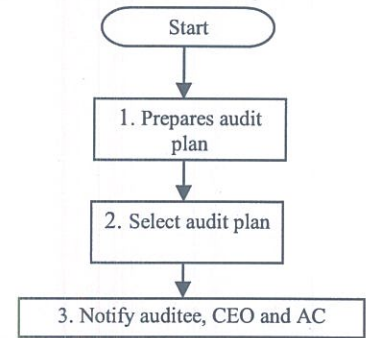
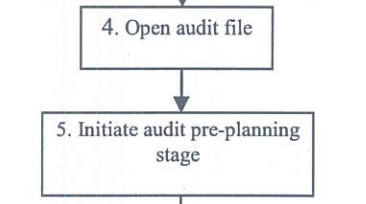
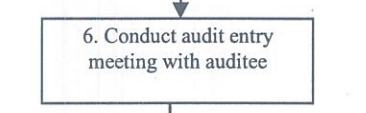
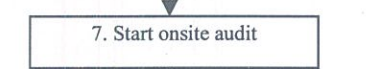
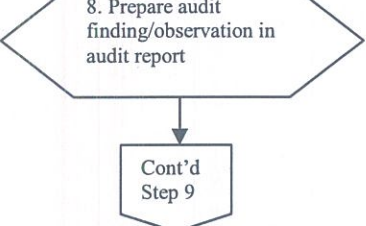


Interaction	Control/Activities	Records
	<p>1. Head of Department prepares Annual Audit Plan.</p> <p>2. Select audit from Annual Audit Plan.</p> <p>3. Inform auditee and CEO via email and notify Audit Committee (AC) through memo at least 1 week prior to commencement of audit.</p>	<ul style="list-style-type: none"> <li>• Annual Audit Plan</li> <li>• Annual Plan</li> <li>• Email/Memo</li> </ul>
	<p>4. All support documents related to the audit will be kept in the file.</p> <p>5. Task during pre-planning stage:</p> <ul style="list-style-type: none"> <li>a) Liaise with MIS for data generation, if necessary.</li> <li>b) Prepare exception report based on the data generated earlier.</li> <li>c) Prepare audit sample listing and email to auditee prior to entry meeting.</li> <li>d) Prepare/update audit program.</li> <li>e) Prepare working paper.</li> <li>f) Review auditee work process/manual and evaluate any flaws/discrepancies.</li> <li>g) Request staff specimen signature reference.</li> </ul>	<ul style="list-style-type: none"> <li>• Listing</li> </ul>
	<p>6. Date of entry meeting should be agreed by both auditor and auditee. The Head of Department /Unit should be present during the exit meeting. If HOD could not attend the meeting, HOD should inform auditor and appoint representative for the entry meeting.</p>	
	<p>7. During onsite audit, do the following:</p> <ul style="list-style-type: none"> <li>a) Walkthrough test (by observation, interview, etc.)</li> <li>b) Review and evaluate the existing control monitoring system by testing using the audit sample.</li> <li>c) Use working paper to record audit work.</li> <li>d) Identify weaknesses/discrepancies and conform the observation.</li> </ul>	
	<p>8. Gather all findings/observation and prepare the draft audit report.</p>	<ul style="list-style-type: none"> <li>• Draft audit report</li> </ul>

Interaction	Control/Activities	Records
<pre> graph TD     A[9. Set date for exit meeting] --&gt; B[10. Discuss finding in exit meeting]     B --&gt; C[11. Incorporate auditee response in audit detail report]     C --&gt; D[12. Finalise and table audit report to AC meeting]     D --&gt; E[13. File a copy of audit report]     E --&gt; F([End])           </pre>	<p>9. Inform auditee on the finalisation of report and set date for exit meeting via email. Date of exit meeting should be agreed by both auditor and HOD.</p> <p>HOD must be present during the meeting. Staff present is not compulsory. The draft of detailed audit result will be attached in the email. Auditees have to provide response within a timeframe given by the auditor.</p>	<ul style="list-style-type: none"> <li>Email</li> </ul>
	<p>10. If there is disagreement on findings, auditee should inform auditor and if valid, auditor will drop the findings.</p>	<ul style="list-style-type: none"> <li>Audit Finding</li> </ul>
	<p>11. After receive the auditee's response (as agreed in the exit meeting) via email, incorporate it in the final audit.</p>	<ul style="list-style-type: none"> <li>Final Audit Report</li> </ul>
	<p>12. Final Audit report to be tabled in AC meeting and a copy of the report will be circulated to Audit Committee, CEO and auditee.</p>	<ul style="list-style-type: none"> <li>Final Audit Report</li> </ul>
	<p>13. Audit report should be filed together with audit program, working paper, etc. for future reference. Audit file should be kept as least 7 years before any disposal to be done.</p>	<ul style="list-style-type: none"> <li>Final Audit Report</li> <li>Audit program</li> <li>Working paper</li> </ul>

<p>Master Copy</p> <div style="border: 2px solid red; padding: 5px; text-align: center; color: red; font-weight: bold; font-size: 1.2em;">             MASTER COPY           </div> <p>Not valid without original Red Stamp</p>	<p>Distribution Copy</p> <p>Not valid without original Red Stamp</p>	<p>Prepared By: </p>
		<p>Verified By: </p>
		<p>Approved By: </p>