

# Template

## Internal Audit Self Assessment



### About this template

Internal Audit teams should regularly perform a self assessment to ensure they are compliant with the Internal Audit Standards. This self-assessment (according to the IIA) should be performed at least annually. An external assessment, as per Standard 1312 from the International Standards for the Professional Practice of Internal Auditing (Standards), should be performed once every five years.

This template helps audit teams in assessing their current processes against the Standards. The template also allows for recommendations / suggested actions to be built in, with the implementation status of these actions to also be tracked. The template has also been designed so that audit teams can simply copy and paste the document into their audit committee / management reporting packs. Alternatively, the Scorecard page can be used to provide a visual representation of the self assessment results.

### Why use this template

This template can be provided to any member of the audit team to perform the self-assessment. A junior member is able to perform a first review, with the template included examples of what evidence should be expected to meet each Standard requirement. This self-assessment can then be reviewed by a more senior member of the team, where commentary and recommendations can be recorded. This workpaper also provides evidence of the self-assessment being performed. Documentation is key in everything we do as auditors!

### When to use this template

The self-assessment should be performed at least annually, meaning it is best to perform the assessment at the same time each year. Depending on your audit calendar, it is best to perform the assessment during a 'quieter' period. For instance, avoid periods where the audit committee are required to focus on financial statements and annual planning. The self-assessment is a key task and should therefore receive priority attention from the audit committee.

### Things to be careful about

This template provides suggested evidence which could support each Standard. This example evidence should be reviewed and updated to reflect your internal audit teams ways of workings and your own personal standards. Our evidence is as a guide only and does not constitute an external assessment. Your Internal Audit self-assessment should also take into account any KPIs and other key metrics.

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Topic	Internal Audit Self Assessment	Year	Year	Version
Prepared by	Auditor name	Date	Date	###
REVI	Reviewer name			

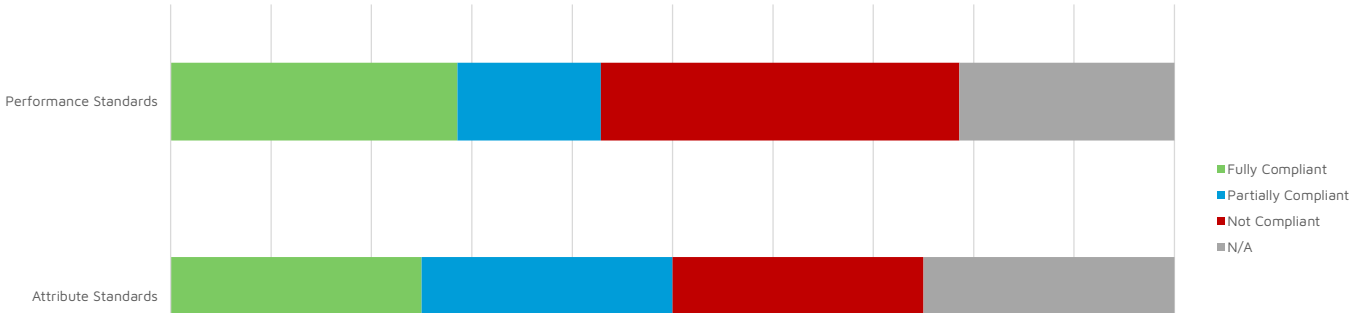
## Self Assessment Dashboard

Update as at:

### Current Position

A summary of our current position and compliance with the International Standards for the Professional Practice of Internal Auditing (Standards).

### Self Assessment Results



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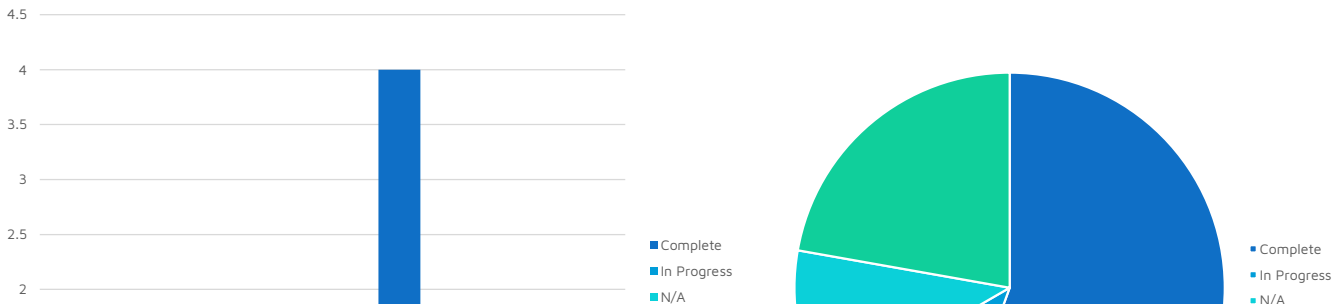
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### Suggested Action Update

A number of suggested actions were made during to assessment to ensure we are up to date and compliant. Below is a status update of the actions and their implementation.

### Suggested Action Implementation Update



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Count of Action Status	Column Labels				
Row Labels	Complete	In Progress	N/A	Not Started	Grand Total
<b>Attribute Standards</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>
Yes	1	1	1	1	4
<b>Performance Standards</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>5</b>
Yes	4	1	1	1	5
<b>Grand Total</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>9</b>

Count of Action Sta	Column Labels	
Row Labels	Yes	Grand Total
Complete	5	5
In Progress	1	1
N/A	1	1
Not Started	2	2
<b>Grand Total</b>	<b>9</b>	<b>9</b>

Topic	Internal Audit Self Assessment	Year		Workpaper Reference	
Prepared by	Auditor name	Reviewer	Reviewer name	Date	Date filed

**Internal Audit Self Assessment**

Component	Ref	Area	Standard	Expected Evidence	Compliant?	Fully Compliant	Partially Compliant	Not Compliant	Not Applicable	Action Required?	Action Status	Comments / Suggested Action
Purpose, Authority, and Responsibility	1000		The purpose, authority, and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework (the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the Standards, and the Definition of Internal Auditing). The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.	- Internal Audit Charter (consistent with internal audit mission, core principles, definition of internal audit and the standards). - Evidence of executive review of the Charter. - Evidence of board approval of the Charter.	Fully Compliant	✓				Yes	Complete	
	1000.A1		The nature of assurance services provided to the organization must be defined in the internal audit charter, if assurances are to be provided to parties outside the organization, the nature of these assurances must also be defined in the internal audit charter.	- Assurance services defined in Internal Audit Charter.	Partially Compliant		✓			Yes	In Progress	
	1000.C1		The nature of consulting services must be defined in the internal audit charter.	- Consulting services defined in Internal Audit Charter.	Not Compliant			✓		Yes	Not Started	
Recognizing Mandatory Guidance in the Internal Audit Charter	1010		The mandatory nature of the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the Standards, and the Definition of Internal Auditing must be recognized in the internal audit charter. The chief audit executive should discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework with senior management and the board.	- Internal Audit Charter. - Evidence of executive review of the Charter. - Evidence of discussion with Senior Management and the Board.	N/A				✓	Yes	N/A	
Independence and Objectivity	1100		The internal audit activity must be independent, and internal auditors must be objective in performing their work.	- Internal Audit Manual. - Ethics declaration.						No	N/A	
Organizational Independence	1110		The chief audit executive must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The chief audit executive must confirm to the board, at least annually, the organizational independence of the internal audit activity.	- Independence update provided to Audit Committee / Board.						No	N/A	
Direct Interaction with the Board	1111		The chief audit executive must communicate and interact directly with the board.	- Regular reports to the Audit Committee. - Meeting with the Audit Committee Chair / Board. - Internal Audit Manual.								
Chief Audit Executive Roles Beyond Internal Auditing	1112		Where the chief audit executive has or is expected to have roles and/or responsibilities that fall outside of internal auditing, safeguards must be in place to limit impairments to independence or objectivity.	- Internal Audit Manual.								
Individual Objectivity	1120		Internal auditors must have an impartial, unbiased attitude and avoid any conflict of interest.	- Internal Audit Manual. - Conflict of interest declaration.								

**Note**  
Columns H to K are all populated based off the input in column G. These columns exist so that you have two ways of presenting the assessment.

When presenting this assessment as an Appendix in the Audit Committee deck, simply hide column G, then copy and past the entire table into your audit committee papers.

The scorecard is populated based on column G.

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Attribute Standards

1210.A1	Proficiency	The chief audit executive must obtain competent advice and assistance if the internal auditors lack the knowledge, skills, or other competencies needed to perform all or part of the engagement.	- Internal Audit Manual. - Internal Audit Planning Checklist.									
1210.A2		Internal auditors must have sufficient knowledge to evaluate the risk of fraud and the manner in which it is managed by the organization, but are not expected to have the expertise of a person whose primary responsibility is detecting and investigating fraud.	- Internal Audit Planning Checklist.									
1210.A3		Internal auditors must have sufficient knowledge of key information technology risks and controls and available technology-based audit techniques to perform their assigned work. However, not all internal auditors are expected to have the expertise of an internal auditor whose primary responsibility is information technology auditing.	- Internal Audit Planning Checklist.									
1210.C1		The chief audit executive must decline the consulting engagement or obtain competent advice and assistance if the internal auditors lack the knowledge, skills, or other competencies needed to perform all or part of the engagement.	- Internal Audit Planning Checklist.									
1220	Due Professional Care	Internal auditors must apply the care and skill expected of a reasonably prudent and competent internal auditor. Due professional care does not imply infallibility.	- Internal Audit Manual. - Internal Audit Planning Checklist.									
1220.A1		Internal auditors must exercise due professional care by considering the: - Extent of work needed to achieve the engagement's objectives. - Relative complexity, materiality, or significance of matters to which assurance procedures are applied. - Adequacy and effectiveness of governance, risk management, and control processes. - Probability of significant errors, fraud, or noncompliance. - Cost of assurance in relation to potential benefits.	- Internal Audit Manual. - Internal Audit Planning Checklist.									
1220.A2		In exercising due professional care internal auditors must consider the use of technology-based audit and other data analysis techniques.	- Internal Audit Manual. - Internal Audit Planning Checklist.									
1220.A3		Internal auditors must be alert to the significant risks that might affect objectives, operations, or resources. However, assurance procedures alone, even when performed with due professional care, do not guarantee that all significant risks will be identified.	- Internal Audit Manual. - Internal Audit Planning Checklist.									
1220.C1		Internal auditors must exercise due professional care during a consulting engagement by considering the: - Needs and expectations of clients, including the nature, timing, and communication of engagement results. - Relative complexity and extent of work needed to achieve the engagement's objectives. - Cost of the consulting engagement in relation to potential benefits.	- Internal Audit Manual. - Internal Audit Planning Checklist.									
1230	Continuing Professional Development	Internal auditors must enhance their knowledge, skills, and other competencies through continuing professional development.	- Internal Audit Training Log.									
1300	Quality Assurance and Improvement Program	The chief audit executive must develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity.	- Internal Audit Quality Assessment / Checklists.									
1310	Requirements of the Quality Assurance and Improvement Program	The quality assurance and improvement program must include both internal and external assessments.	- Internal Audit Quality Assessment / Checklists.									
1311	Internal Assessments	Internal assessments must include: - Ongoing monitoring of the performance of the internal audit activity. - Periodic self-assessments or assessments by other persons within the organization with sufficient knowledge of internal audit practices.	- Internal Audit Quality Assessment / Checklists. - Weekly Team Status Update / Meeting Minutes.									
1312	External Assessments	External assessments must be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization. The chief audit executive must discuss with the board: - The form and frequency of external assessment. - The qualifications and independence of the external assessor or assessment team, including any potential conflict of interest.	- Internal Audit Manual.									
		The chief audit executive must communicate the results of the quality assurance and improvement program to senior management and the	- Internal Audit Manual. - Audit Committee reporting.									

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Component	Ref	Area	Standard	Expected Evidence	Compliant?	Fully Compliant	Partially Compliant	Not Compliant	Not Applicable	Action Required?	Action Status	Comments / Suggested Action
	2010.C1		improve management of risks, add value, and improve the organization's operations. Accepted engagements must be included in the plan.		Fully Compliant	✓				Yes	Not Started	
	2020	Communication and Approval	The chief audit executive must communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and the board for review and approval. The chief audit executive must also communicate the impact of resource limitations.	- Internal Audit Planning documents. - Internal Audit Manual. - Annual Plan. - Audit Committee deck.	Fully Compliant	✓				No	Not Started	
	2030	Resource Management	The chief audit executive must ensure that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the approved plan.	- Internal Audit Manual. - Internal Audit SharePoint / Shared File site.	Fully Compliant	✓				No	In Progress	
	2040	Policies and Procedures	The chief audit executive must establish policies and procedures to guide the internal audit activity.	- Internal Audit Manual.	Partially Compliant		✓			No	In Progress	
	2050	Coordination and Reliance	The chief audit executive should share information, coordinate activities, and consider relying upon the work of other internal and external assurance and consulting service providers to ensure proper coverage and minimize duplication of efforts.	- Internal Audit / External Auditor regular meetings.	Not Compliant			✓		No	In Progress	
	2060	Reporting to Senior Management and the Board	The chief audit executive must report periodically to senior management and the board on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan and on its conformance with the Code of Ethics and the Standards. Reporting must also include significant risk and control issues, including fraud risks, governance issues, and other matters that require the attention of senior management and/or the board.	- Audit Committee deck.	Not Compliant			✓		No	In Progress	
	2070	External Service Provider and Organizational Responsibility for Internal Auditing	When an external service provider serves as the internal audit activity, the provider must make the organization aware that the organization has the responsibility for maintaining an effective internal audit activity.	- Weekly Team Status Update / Meeting Minutes.	Not Compliant			✓		No	N/A	
	2100	Nature of Work	The internal audit activity must evaluate and contribute to the improvement of the organization's governance, risk management, and control processes using a systematic, disciplined, and risk-based approach. Internal audit credibility and value are enhanced when auditors are proactive and their evaluations offer new insights and consider future impact.	- Internal Audit Manual. - Internal Audit Report / Finding Matrix.	Not Compliant			✓		No	N/A	
	2110	Governance	The internal audit activity must assess and make appropriate recommendations to improve the organization's governance processes for: - Making strategic and operational decisions. - Overseeing risk management and control. - Promoting appropriate ethics and values within the organization. - Ensuring effective organizational performance management and accountability. - Communicating risk and control information to appropriate areas of the organization. - Coordinating the activities of, and communicating information among, the board, external and internal auditors, other assurance providers, and management.	- Internal Audit Manual. - Internal Audit Report. - Audit Committee Deck.	N/A			✓		No	Not Started	
	2110.A1		The internal audit activity must evaluate the design, implementation, and effectiveness of the organization's ethics-related objectives, programs, and activities.	- Internal Audit Manual. - Audit Engagement Planning documents.	N/A				✓	No	N/A	
	2110.A2		The internal audit activity must assess whether the information technology governance of the organization supports the organization's strategies and objectives.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2120		The internal audit activity must evaluate the effectiveness and contribute to the improvement of risk management processes.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2120.A1	Risk Management	The internal audit activity must evaluate risk exposures relating to the organization's governance, operations, and information systems regarding the: - Achievement of the organization's strategic objectives. - Reliability and integrity of financial and operational information. - Effectiveness and efficiency of operations and programs. - Safeguarding of assets. - Compliance with laws, regulations, policies, procedures, and contracts.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2120.A2		The internal audit activity must evaluate the potential for the occurrence of fraud and how the organization manages fraud risk.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2120.C1		During consulting engagements, internal auditors must address risk consistent with the engagement's objectives and be alert to the existence of other significant risks.	- Internal Audit Manual. - Risk Management Manual. - Audit Engagement Planning documents.								
	2120.C2		Internal auditors must incorporate knowledge of risks gained from consulting engagements into their evaluation of the organization's risk management processes.	- Internal Audit Manual. - Risk Management Manual. - Audit Engagement Planning documents.								
	2120.C3		When assisting management in establishing or improving risk management processes, internal auditors must refrain from assuming any management responsibility by actually managing risks.	- Internal Audit Manual. - Risk Management Manual. - Audit Engagement Planning documents.								
	2130		The internal audit activity must assist the organization in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2130.A1	Control	The internal audit activity must evaluate the adequacy and effectiveness of controls in responding to risks within the organization's governance, operations, and information systems regarding the: - Achievement of the organization's strategic objectives. - Reliability and integrity of financial and operational information. - Effectiveness and efficiency of operations and programs. - Safeguarding of assets. - Compliance with laws, regulations, policies, procedures, and contracts.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2130.C1		Internal auditors must incorporate knowledge of controls gained from consulting engagements into evaluation of the organization's control processes.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2200	Engagement Planning	Internal auditors must develop and document a plan for each engagement, including the engagement's objectives, scope, timing, and resource allocations. The plan must consider the organization's strategies, objectives, and risks relevant to the engagement. In planning the engagement, internal auditors must consider: - The strategies and objectives of the activity being reviewed and the means by which the activity controls its performance. - The significant risks to the activity's objectives, resources, and	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Assignment Plan / Terms of Reference / Scope.								
Performance Standard	2210.A1		management and/or the board has established adequate criteria to determine whether objectives and goals have been accomplished. If adequate, internal auditors must use such criteria in their evaluation. If inadequate, internal auditors must identify appropriate evaluation criteria through discussion with management and/or the board.									
	2210.C1		Consulting engagement objectives must address governance, risk management, and control processes to the extent agreed upon with the client.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2210.C2		Consulting engagement objectives must be consistent with the organization's values, strategies, and objectives.	- Internal Audit Manual. - Audit Engagement Planning documents.								
	2220		The established scope must be sufficient to achieve the objectives of the engagement	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Assignment Plan / Terms of Reference / Scope.								
	2220.A1		The scope of the engagement must include consideration of relevant systems, records, personnel, and physical properties, including those under the control of third parties.	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Assignment Plan / Terms of Reference / Scope.								
	2220.A2	Engagement Scope	If significant consulting opportunities arise during an assurance engagement, a specific written understanding as to the objectives, scope, respective responsibilities, and other expectations should be reached and the results of the consulting engagement communicated in accordance with consulting standards.	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Assignment Plan / Terms of Reference / Scope.								
	2220.C1		In performing consulting engagements, internal auditors must ensure that the scope of the engagement is sufficient to address the agreed-upon objectives. If internal auditors develop reservations about the scope during the engagement, these reservations must be discussed with the client to determine whether to continue with the engagement.	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Assignment Plan / Terms of Reference / Scope.								
	2220.C2		During consulting engagements, internal auditors must address controls consistent with the engagement's objectives and be alert to significant control issues.	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Assignment Plan / Terms of Reference / Scope.								

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Component	Ref	Area	Standard	Expected Evidence	Compliant?	Fully Compliant	Partially Compliant	Not Compliant	Not Applicable	Action Required?	Action Status	Comments / Suggested Action
	2230	Engagement Resource Allocation	Internal auditors must determine appropriate and sufficient resources to achieve engagement objectives based on an evaluation of the nature and complexity of each engagement, time constraints, and available resources.	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Assignment Plan / Terms of Reference / Scope. - Internal Audit Budget.								
	2240	Engagement Work Program	Internal auditors must develop and document work programs that achieve the engagement objectives.	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Work Program.								
	2240.A1		Work programs must include the procedures for identifying, analyzing, evaluating, and documenting information during the engagement. The work program must be approved prior to its implementation, and any adjustments approved promptly.	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Work Program.								
	2240.C1		Work programs for consulting engagements may vary in form and content depending upon the nature of the engagement.	- Internal Audit Manual. - Audit Engagement Planning documents. - Internal Audit Work Program.								
	2300	Performing the Engagement	Internal auditors must identify, analyze, evaluate, and document sufficient information to achieve the engagement's objectives.	- Internal Audit Manual. - Fieldwork Checklist.								
	2310	Identifying Information	Internal auditors must identify sufficient, reliable, relevant, and useful information to achieve the engagement's objectives.	- Fieldwork Checklist.								
	2320	Analysis and Evaluation	Internal auditors must base conclusions and engagement results on appropriate analyses and evaluations.	- Internal Audit Manual. - Fieldwork Checklist. - Internal Audit Quality Assessment / Checklist.								
	2330	Documenting Information	Internal auditors must document sufficient, reliable, relevant, and useful information to support the engagement results and conclusions.	- Internal Audit Manual. - Fieldwork Checklist. - Internal Audit Quality Assessment / Checklist.								
	2330.A1		The chief audit executive must control access to engagement records. The chief audit executive must obtain the approval of senior management and/or legal counsel prior to releasing such records to external parties, as appropriate.	- Internal Audit Manual. - Audit Reports and files provided only to key stakeholders, or approved by the CAE.								
	2330.A2		The chief audit executive must develop retention requirements for engagement records, regardless of the medium in which each record is stored. These retention requirements must be consistent with the organization's guidelines and any pertinent regulatory or other requirements.	- Internal Audit Manual. - Company Document Retention Guidelines.								
	2330.C1	The chief audit executive must develop policies governing the custody and retention of consulting engagement records, as well as their release to internal and external parties. These policies must be consistent with the organization's guidelines and any pertinent regulatory or other requirements.	- Internal Audit Manual.									
	2340	Engagement Supervision	Engagements must be properly supervised to ensure objectives are achieved, quality is assured, and staff is developed.	- Internal Audit Manual. - Fieldwork Checklist. - Internal Audit Quality Assessment / Checklist.								
	2400	Communicating Results	Internal auditors must communicate the results of engagements	- Audit Report. - Audit Report Email.								
	2410		Communications must include the engagement's objectives, scope, and	- Audit Report.								

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			- Reason(s) for nonconformance. - Impact of nonconformance on the engagement and the communicated engagement results.									
	2440	Disseminating Results	The chief audit executive must communicate results to the appropriate parties.	- Audit Report - Audit Report Email. - Audit Committee Deck.								
	2440.A1		The chief audit executive is responsible for communicating the final results to parties who can ensure that the results are given due consideration.	- Audit Report - Audit Committee Deck.								
	2440.A2		If not otherwise mandated by legal, statutory, or regulatory requirements, prior to releasing results to parties outside the organization the chief audit executive must: - Assess the potential risk to the organization. - Consult with senior management and/or legal counsel as appropriate. - Control dissemination by restricting the use of the results.	- Audit Report - Audit Report Email. - Audit Committee Deck.								
	2440.C1	The chief audit executive is responsible for communicating the final results of consulting engagements to clients.	- Audit Report - Audit Report Email. - Audit Committee Deck.									
	2440.C2	During consulting engagements, governance, risk management, and control issues may be identified. Whenever these issues are significant to the organization, they must be communicated to senior management and the board.	- Audit Report - Audit Report Email. - Audit Committee Deck.									
	2450	Overall Opinions	When an overall opinion is issued, it must take into account the strategies, objectives, and risks of the organization; and the expectations of senior management, the board, and other stakeholders. The overall opinion must be supported by sufficient, reliable, relevant, and useful information.	- Audit Report - Audit Report Email. - Audit Committee Deck.								
	2500	Monitoring Progress	The chief audit executive must establish and maintain a system to monitor the disposition of results communicated to management.	- Internal Audit Quality Assessment / Checklist.								
	2500.A1		The chief audit executive must establish a follow-up process to monitor and ensure that management actions have been effectively implemented or that senior management has accepted the risk of not taking action.	- Action Tracking Process.								
	2500.C1	The internal audit activity must monitor the disposition of results of consulting engagements to the extent agreed upon with the client.	- Action Tracking Process.									
	2600	Communicating the Acceptance of Risks	When the chief audit executive concludes that management has accepted a level of risk that may be unacceptable to the organization, the chief audit executive must discuss the matter with senior management. If the chief audit executive determines that the matter has not been resolved, the chief audit executive must communicate the matter to the board.	- Audit Committee Deck.								

Fully Compliant	5
Partially Compliant	3
Not Compliant	6
Not Applicable	4
<b>TOTAL</b>	<b>18</b>



Fully Compliant  
Partially Compliant  
Not Compliant  
N/A

# AUDIT SELF ASSESSMENT