**Quality Control Monitoring Process**

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|  | **Yes** | **No** | **N/A** | **Comments** |
| **Quality Control Monitoring Process** | | | | |
| 1. The quality control system assessment has been scheduled at the appropriate time (that is, slower periods for the firm). |  |  |  |  |
| 2. The firm’s current quality control manual has been reviewed to ensure that knowledge of the system is complete. |  |  |  |  |
| 3. Changes in the profession and in authoritative professional guidance have been considered that may indicate a need to revise or update the quality control system or the related guidance. |  |  |  |  |
| 4. Information has been obtained about, and assessment made, of the firm’s policies, requirements, and practices relating to continuing professional development. |  |  |  |  |
| 5. Compliance by partners and staff with respect to mandated continuing professional development and related reporting has been reviewed. |  |  |  |  |
| 6. The management of, and responsibility for obtaining, learning, and communicating relevant professional practice developments in the areas the firm offers services has been reviewed. |  |  |  |  |
| 7. Internal and external training programs completed by partners and staff during the past year have been reviewed. |  |  |  |  |
| 8. Interviews with the proprietor or partners responsible for various aspects of the system of quality control have been conducted.  During each interview, the following were queried:  (a) Were there any changes to their area that will necessitate a change to the system of quality control or related documentation?  (b) Are there any changes that will occur within the next year that should be addressed immediately?  (c) Were there any significant violations or other events occurring in their area that indicate a deficiency in the system of quality control?  (d) Has any partner or staff displayed a reluctance to comply with firm policy?  (e) Were there any complaints regarding noncompliance from either inside or outside the  firm?  (f ) Are there any other matters to be considered which may be significant to the quality control system review? |  |  |  |  |
| 9. Were there any other regulatory or professional practice reviews during the period? (If so, obtain copies and consider the findings.) |  |  |  |  |
| 10. Has the adequacy of the firm’s dispute/ disagreement resolution process and disciplinary procedures been considered? Specifically, enquiries should be made as to how any disciplinary matters were addressed, and the disposition of any matters reported under the firm’s whistleblower protection policies. |  |  |  |  |
| 11. Has a sample been selected from the firm’s records of declarations concerning matters of independence, confidentiality, compliance with firm policies, and quality control standards, and for acknowledgement of compliance (if applicable)? |  |  |  |  |
| 12. Did the files reviewed contain documentation to consider and report on the adequacy and appropriateness of decisions made and actions taken on matters concerning:  (a) Internal and external complaints;  (b) Disputes on professional matters; and  (c) Noted violations (by partners or staff ) of procedures and policies. |  |  |  |  |
| 13. There were \_\_\_\_\_ (number) file inspections completed, using a file inspection checklist, in order to determine if the firm’s quality control policies are being complied with. Files were selected such that, over a three-year monitoring inspection cycle, the following criteria will be met:  The following files will have been inspected [revise (a) and (b) in accordance with the firm policy adopted. For example, both quantitative (number) and qualitative (risk) factors may be considered]:  (a) At least one review and one audit engagement from each partner  (b) At least one assurance engagement other than an audit or review of financial information |  |  |  |  |
| 14. Note any significant deficiencies found during the file inspection. If there were significant deficiencies, do they represent a deficiency in the system that must be corrected, or is there a failure to comply with firm policy? |  |  |  |  |
| 15. The files inspected should not include any which the monitor has had involvement with as engagement partner or reviewer. In those instances an alternate individual should be assigned. (Response is required in the right-hand column.) |  |  |  |  |
| 16. After performing the above procedures, the monitor has determined that there are no significant changes needed to the system of quality control or the related documentation.  If there are changes required to the system of quality control, a report has been prepared including recommended or required changes for presentation to the partners. Proposed changes have been supported by evidence for the recommendations. |  |  |  |  |
| 17. Consider and respond to the circumstance which applies:  (a) Evidence of opposition or failure to adopt proposed changes or accept constructive comments has been considered;  (b) There appears to be no such opposition or failure; or  (c) Consultation with the proprietor or partner or an external expert to review the proposal for advice regarding whether he or she believes the changes or comments are appropriate. |  |  |  |  |
| 18. The implications of any errors, omissions, disputes or non-compliance observed in the context of the firm’s legal, contractual, and professional obligations have been considered and reported to the partners accordingly. |  |  |  |  |
| 19. A report has been prepared and delivered to the appropriate partner(s) in the firm, which includes the procedures performed, the findings resulting from these procedures, and resulting recommendations. The report has been discussed with the partner(s) and they have agreed to implement the recommendations and inform appropriate partners and other staff of the findings and recommendations, or if they have not agreed, they have agreed to utilize the firm’s processes for resolving differences of opinion and to document the results. |  |  |  |  |

Signature Date …………………………………...

Signature: Date