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Samples: <i>List the documents / data / information sampled</i>	
Work performed: <i>Describe the test steps performed if all the tests in the Audit Work Program were performed just mention that all tests in the AWP were performed. Only elaborate what is not mentioned in the AWP. Description should be at the level that would allow another auditor to re-perform. If there are limitations note these and the reasons for such limitations, e.g. some data was not available. Remember a limitation might be a finding. Should not exceed more than two pages.</i>	
Results and analysis: <i>What did we find from the tests, e.g. 2 out of 5 samples tested didn't follow procedure. Document root cause analysis of results obtained along with linkages to other work on audit if any. Should not exceed half a page</i>	
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Internal Audit Handbook Henning Kagermann, William Kinney, Karlheinz Küting, Claus-Peter Weber, 2007-12-04 This book offers a comprehensive up to date presentation of the tasks and challenges facing internal audit It presents the Audit Roadmap the process model of internal auditing developed at SAP which describes all stages of an audit Coverage provides information on issues such as the identification of audit fields the annual audit planning the organization and execution of audits as well as reporting and follow up The handbook also discusses management related subjects Separate chapters are dedicated to special topics like IT or SOX audits

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audit quality and effectiveness GAO found that since 1979 FBI has 1 improved its inspection and program evaluation activities by focusing on its 11 major investigative programs during division and field office inspection 2 evaluated all major investigative programs at least once except for the recently established FBI Drug Program and 3 raised the educational and experience requirements for its program evaluation staff GAO also found that by filling audit management positions temporarily with special agents FBI could impair the independence of the internal audits

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Cyber Security and Privacy Control Robert R. Moeller, 2011-04-12 This section discusses IT audit cybersecurity and privacy control activities from two focus areas First is focus on some of the many cybersecurity and privacy concerns that auditors should consider in their reviews of IT based systems and processes Second focus area includes IT Audit internal procedures IT audit functions sometimes fail to implement appropriate security and privacy protection controls over their own IT audit processes such as audit evidence materials IT audit workpapers auditor laptop computer resources and many others Although every audit department is different this section suggests best practices for an IT audit function and concludes with a discussion on the payment card industry data security standard data security standards PCI DSS a guideline that has been developed by major credit card companies to help enterprises that process card payments prevent credit card fraud and to provide some protection from various credit security vulnerabilities and threats IT auditors should understand the high level key elements of this standard and incorporate it in their review where appropriate

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