



Global Internal Audit Standards Self-Assessment Questionnaire

Domain	Questions	Response	Notes
Domain II - Ethics and Professionalism	Is a Code of Conduct in place (company-wide)? Are members of the Internal Audit Department required to read and acknowledge the Code of Conduct on a periodic basis?	<input type="text"/>	<input type="text"/>
	Do members of the Internal Audit Department hold any certifications? If so, what certifications do they hold?	<input type="text"/>	<input type="text"/>
	Are members of the Internal Audit Department involved in, or do they participate in, professional associations affiliated with auditing, governance, risk or compliance?	<input type="text"/>	<input type="text"/>
	Are training plans in place or requirements for on-going training/continuing professional education?	<input type="text"/>	<input type="text"/>
	Is there any documentation detailing Internal Audit Department requirements for ethical behavior, objectivity, independence, due professional care, and professional skepticism?	<input type="text"/>	<input type="text"/>

Domain

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**Domain III –
Governing the
Internal Audit
Function**

Is an Internal Audit Charter in place? When was it last revised?

Was the Charter approved by the Board or Audit Committee? When was it last approved?

Does the Internal Audit Charter define the scope and types of services provided by Internal Audit?

Where does Internal Audit report functionally and administratively in the organization? Is this reporting structure formally documented?

Who is responsible for approving of the Internal Audit Department's budget and resources?

Are formal job descriptions in place for each position within the Internal Audit Department, including the Chief Audit Executive?

Is a formal Quality Assurance and Improvement Program in place?

Has the Chief Audit Executive defined performance metrics/measures for the Internal Audit Department?

Has the Internal Audit Department/function had an External Quality Assessment ("EQA")?

When was the last EQA performed? What were the significant findings/gaps per the last EQA?

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**Domain IV –
Managing the
Internal Audit
Function**

Is an Internal Audit Manual or written Standard Operating Procedures (“SOP(s)”) in place?

Does the Internal Audit department/function have a written strategic plan?

Does the strategic plan align with the expectations of the Board or Audit Committee, Senior Management and other key stakeholders?

Does a formal written Internal Audit Plan exist? (note in comments: How many years does it cover?)

Is the Internal Audit plan periodically re-assessed (and if so, note in the comments how often reassessment occurs)

Who is responsible for reviewing and approving the Internal Audit Plan?

How often does Internal Audit communicate with the Board or Audit Committee?

Are audit reports shared with, or presented to, the Board or Audit Committee?

In addition to audit reports, what information is regularly presented to the Audit Committee by the CAE (e.g., quarterly, semi-annually or annually)?

Domain

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**Domain V –
Performing
Internal Audit
Services**

Does the function have documented policies or procedures regarding the announcement of an engagement, setting engagement expectations, providing updates to engagement progress, and the reporting of engagement results?

Are risks formally assessed for each engagement or activity reviewed? (note in comments: How is this assessment documented?)

Are the objectives and scope of each engagement formally documented? (note in comments: How are they documented?)

How are engagement work programs documented?

Does the Chief Audit Executive review and approve of the engagement work program before it is implemented and when any subsequent changes are made?

What is included within the engagement work program?

How are engagement findings formally documented?

Are internal audit reports always issued?

Domain

Questions

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**Domain V –
Performing
Internal Audit
Services**

Does each internal audit report conclude on the overall results of the engagement?

Is each finding typically rated or prioritized for management within the report?

How does the Internal Audit Department prioritize engagement findings?

Does either management or Internal Audit perform root-cause analysis for identified findings? (note in comments: provide details around which party performs such actions?)

Does Internal Audit have documented procedures for handling instances when management disagrees with an engagement recommendation or action plan?

To whom are the results of engagements reported?

Does the Internal Audit department/function prepare recommendations and/or action plans for each finding?

Who is responsible for ensuring that recommendations and/or actions plans have been implemented?

Is the progress of recommendations and/or action plans reported to the Board or Audit Committee?