

Program Ref. n.: _____

Program Title: _____

Mission Type: _____

Mission date: from _____ to _____

CHECK LIST QUALITY REVIEW OF AUDIT OF OPERATIONS- DESK BASED VERIFICATION

AUDIT OF OPERATIONS – Desk based verification. This section of the checklist should be completed before the approval of the draft audit of operations report by the Audit Authority		Yes/No/NA Comments
The notification of the start of control to the subjects has been registered using appropriate templates, and has been correctly stored?		
Are the verified documents complete for the correct execution of the desk-based verification?		
Have the documents verified during desk-based verification been adequately stored?		
Has the checklist been filled in completely in the parts concerning the desk based verifications?		
Are the data and information accurately presented?		
Are the conclusions adequate and is the work done sufficient to express an opinion on the desk-based verification carried out?		
Has the planed timeline for the activities been respected?		
Has the audit work been shared with the concerned GoA member (if applicable)?		
Filled in by		Approved by:
Date		Date
Name		Name
Signature		Signature

