

REPORTING AND FOLLOW-UP

EXIT CONFERENCE

Purpose

The purpose of an exit conference with the auditee is to develop a mutual understanding of the content of the audit report. This should avoid any misunderstandings or misinterpretations of fact by providing the opportunity for the auditee to clarify specific items and to express views on the corrective action and other information presented in the draft report. Invitees should include the audit participants.

Timing

The auditor should contact audit participants to determine a suitable time and location for the exit conference and distribution of the report drafts. The exit conference should be scheduled as soon as possible while taking into consideration the needs of the auditee. The template of the draft email distribution for exit conferences is in the Standard Library, Standard Format, section of AutoAudit.

Discussion

The discussion topics at each exit conference will vary depending upon several factors including audit concerns noted and the exit conference attendees. At a minimum, the auditor should be prepared to discuss the audit including what we did (objective, scope, procedures), what risks we perceived, how we anticipate the corrective action will address the associated risk, and other concerns identified in the audit supported by audit observation forms.

Draft Revisions

Changes suggested by the auditee at the exit conference require review by audit management. If additional wording changes are needed, a revised draft will be provided to the auditee.

If the auditee is in agreement with the wording and recommendations, the auditor should obtain the auditee's signature on the draft report at the exit conference. If the auditee is not in agreement with the finding and/or recommendation, audit management will continue to seek an agreement through the auditee's reporting line up to the audit report level (i.e., the individual to whom the report is being directed). If the individual to whom the report is being directed to does not agree to accept the recommendation and is willing to accept the risk of not implementing the recommendation, audit management will report the finding and risk accepted within the final report. If revisions are made to the draft report, the revised draft should be sent to the auditee for signature.