

2. PERFORMING INTERNAL AUDITS

PURPOSE

The FSAB Policy Manual requires annual internal audits of FSAB activities. This Procedure describes how these audits are to be conducted under FSAB Standards. The FSAB conducts its business with the aim of also being in compliance with ISO/IEC 17011:2017.

DEFINITION OF INTERNAL AUDIT

The term audit refers to a methodical examination and review other than an assessment of a CAB. The internal audit considers all aspects of the performance of designated FSAB functions. This would include fiscal performance, operational performance, and performance against the objectives set for that function.

SCOPE

This procedure applies to all of the FSAB functions designated in the Policy Manual.

EXAMPLES

A partial listing of FSAB functions to be audited includes, but is not limited to:

- Accreditation Procedures
- Accreditation Standards
- Application and Reapplication Procedures
- Bylaws
- Fees
- The Complaint Process
- Application Review Procedures
- FSAB Committees
- FSAB Budget and Fiscal Policies
- FSAB Member Organizations Needs and Perceptions of the FSAB
- FSAB Quality System
- Identification of risks, opportunities for improvement, and actions taken
- FSAB Records Retention Procedures
- FSAB Security and Confidentiality Procedures
- FSAB Website and Computer System Procedures
- FSAB Legal Issues
- FSAB Funding Efforts
- FSAB Standards Activities

SCHEDULE

Each FSAB function is to be audited every five years. A portion of those functions may be audited in any one year. At each annual meeting, the Executive Committee (EC) shall prepare and publish a matrix of the functions to be audited that year. A rubric containing the standards of performance shall be developed for each function audited.

ORGANIZATION

The President shall appoint an Internal Audit Committee consisting of three or more people, and a Chair who is responsible for the Internal Audit Committee's activities. The Committee members shall consist of Directors who are not EC members. If special auditing skills are required, qualified outside individuals may be appointed.

PROCEDURE

The Internal Audit Committee shall follow the most recent version of the EC matrix as the basis for internal audits.

1. The Internal Audit Committee reviews all of the current FSAB actions and activities for the function under review and previous internal audit results.

ACTION ITEMS

All audit results shall be documented and brought to the attention of the EC, at the meeting closest to the completion of the audit. A remedial action plan shall be prepared by the EC for all deficiencies and published to the Board at the annual meeting, with special attention to recurring deficiencies.

REPORTING

The Internal Audit Committee shall report to the EC.

RECORD RETENTION AND ARCHIVING

All records produced by the Internal Audit Committee shall be preserved and archived at the Administrative Office (refer to Procedure 3: Record Control).