

PROCEDURE 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, personnel 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:

1. the FSAB Procedures
2. the FSAB Policy Manual
3. accreditation Standards
4. application and Reapplication Procedures
5. Bylaws
6. fees
7. the Complaint Process
8. application Review Procedures
9. FSAB Committees
10. FSAB Budget and Fiscal Policies
11. FSAB Member Organizations' Needs and Perceptions of the FSAB
12. FSAB Quality System
13. identification of risks, opportunities for improvement, and actions taken
14. FSAB Records Retention Procedures
15. FSAB Security and Confidentiality Procedures
16. FSAB Website and Computer System Procedures
17. FSAB Legal Issues
18. FSAB Funding Efforts
19. FSAB Standards Activities.

SCHEDULE

Each FSAB function is to be audited within a five-year period. A portion of those functions must be audited in any one year. At each annual meeting, the Internal Audit Committee (IAC) shall present 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 Directors who are not members of the Executive Committee. The Internal Audit Committee Chair is elected by the Committee, who is responsible for the Internal Audit Committee's activities. If special auditing skills are required, qualified outside individuals may be appointed for voluntary assistance or through a contractual arrangement in accordance with Policy Manual Section 9.3.3.

PROCEDURE

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

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

ACTION ITEMS

All audit results shall be documented and reported to the EC at the meeting closest to the completion of the audit. A Corrective Action Plan (see Procedure 19: Corrective and Preventive Actions) shall be prepared by the EC for all deficiencies and presented to the Board at the annual meeting.

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 (see Procedure 3: Record Control).