

Program Ref. n.: _____

Program Title: _____

Mission Type: _____

Mission date: from _____ to _____

CHECK LIST QUALITY REVIEW AUDIT ACTIVITIES DOCUMENTS COLLECTION AND STORAGE

Documentation collection and storage – This section of the check list should be completed during the various phases of the audit (planning, audit activities, reporting, follow up, closing)	Yes/No/NA Comments
Have standard labeling systems been used?	
Have standard indices been used?	
Is the organization of the documentation consistent with the index?	
Is the paper documentation the main format?	
Have all the documents been included in the paper documentation? (Otherwise the references to the electronic files of the documents must be included).	
Among the stored documents are the documents describing the objectives and the activities performed (for example a summary of the controls conducted) the results and conclusions/recommendations?	
Are the documents labelled with a description of the mission, the preparation date and the people who prepared it?	
Is there an index of documents and are they systematically numbered?	



Filled in by
Date
Name
Signature

Approved by:
Date
Name
Signature

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CHECK LIST QUALITY REVIEW ANNUAL CONTROL REPORT AND ANNUAL AUDIT OPINION

ANNUAL CONTROL REPORT AND ANNUAL AUDIT OPINION – This section of the checklist should be completed before the transmission of annual control report and annual audit opinion	Yes/No/NA Comments
The structure of the document is compliant with Annex VIII and IX of Reg. (EU) no. 207/2015?	
Do the contents of the document consider any observations of the European Commission and previous annual control reports?	
Have the financial data, reported in the document and concerning the error rate and the amount of verified expenditures, been verified with data present in the audit on the operations report?	
Has all the information that may be of interest to the European Commission been reported?	
Are the data and information accurately presented?	
Are the conclusions adequate and consistent with the audit activities carried out?	
Has the ACR been shared with the GoA?	
Has the timeline set for the implementation of the activities been respected?	



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