

Student/Internal Audit: Getting Started

Congratulations on successfully completing the classroom portion of the Internal Auditor training program!

Your next step is to complete an internal/student audit on your company. This audit is due to be submitted no later than 3 months from the date of your course (3 months from today's date). It is a good idea to submit your audit at least 1 month prior to the 3 month due date to ensure your audit will be reviewed and approved by the NSNY office, and any required revisions can be remedied before then. Your student audit can be combined with the COR Company's Internal audit for the year (i.e.: you will only need to submit one audit that counts towards your internal auditor certification, and the company's required internal audit for the year), if you wish to do so. Some students choose to submit a separate student audit for practice/feedback prior to performing the internal audit for the company, and that is also acceptable.

Please note: Your student audit needs to be submitted and approved prior to the company's external audit taking place, so please be mindful of this and adjust your timelines accordingly.

Some of the common errors made by Auditors that cause delays to your audit being accepted are:

- Not enough interviews were conducted: The required number of interviews can be found in the audit document or your internal auditor student manual. When in doubt, conduct more interviews than required. Any deviations below the required interview numbers must be approved by the COR Coordinator or Executive Director prior to the audit being performed.
- Overuse of Non Applicable in the audit document: N/A's should be a rare occurrence within the audit document. Auditor's should try their best to answer the question asked, and N/A's only used when this is not possible. If an N/A does need to occur, ensure that you have marked the entire question as N/A and provide a clear comment explaining why the question is not applicable to the company.
- Not filling in all required information on the audit summary page and the audit information page. Please ensure all required information is filled in.
- One word answers do not convey enough information on how you came to score the question positively or negatively. Please ensure any one word answers are expanded. For example: Question 8.6 in the audit document asks: "Are training records maintained?" The auditor cannot simply answer with "Yes" or "No". This auditor's comment would need to be expanded to read something like: "Yes, training records are maintained in company personnel files".

Student/Internal Audit: Getting Started

- Missing comments: there must be a comment for every question in the audit document regardless of whether the score was positive or negative.

- Executive Summary Reports: Every question that was scored negatively in the audit document must be followed by a recommendation for improvement in the executive summary report. For example: If Question 8.6 asks: “Are training records maintained?” and the auditor scored the question negatively providing the comment: “No, training records are not currently maintained for the company”. This negatively scored question must then be followed by a recommendation for improvement in the auditor executive summary. Here is an example of acceptable wording for the executive summary report, under section 8: “....My recommendation for element 8 is that the company starts keeping record of employee training in the employee files”. Ensure you have made a recommendation for all negatively scored questions in the audit document.