COUNCIL OF THE INSPECTORS GENERAL ON INTEGRITY AND EFFICIENCY

The Audit Peer Review Process

Plan

- Visit the Audit Peer Review Website to:
  - Identify your agency's upcoming assignments on the schedule, and
  - Review the *Guide for Conducting Peer Reviews of Audit Organizations* (Guide) and Appendices.
- Attend mandatory peer review training
- Draft preliminary documentation needed to conduct the review
  - Work plan
  - Memorandum of understanding
- Make informal contact
  - Discuss logistics and documentation sharing
  - Complete pre-entrance steps
  - Sign memorandum of understanding

*Report refers to both the peer review report and the letter of comment, if applicable.

Perform

- Conduct entrance conference
- Perform risk assessment
- Select and communicate sample
- Complete applicable appendices
  - Evaluate policies and procedures (appendix A)
- Evaluate compliance with general standards (appendix B)
- Document testing of individual engagements (appendices C-F)
- Formulate rating: *Pass, Pass with Deficiencies, or Fail*
- Develop findings and recommendations, if appropriate

Disclose

- Provide copy of the final report to the chairs of both CIGIE and the peer review subcommittee through CIGIE-AUDIT-PEERREVIEW@LIST.NIH.GOV
- The reviewed OIG makes the peer review report publicly available on their web site
- The reviewed OIG includes the peer review report results in its Semiannual Report to Congress

Report

- Issue discussion draft to the reviewed OIG
- Conduct exit conference
- Draft the report**. Illustrative materials are available in the Guide
- Issue draft report to the reviewed OIG for comment
- Incorporate the reviewed OIG's comments in report
- Issue final report to the reviewed OIG

Follow-Up

- The reviewed OIG is responsible for implementing recommendations in the report.
- Reviewed OIGs that received a rating of *Fail* or *Pass with Deficiencies* should request an off-cycle review to resolve identified deficiencies
- Subsequent peer reviews will follow up on the implementation of recommendations.