

## **Unit Order Ten - Internal Audit Follow-up Procedures**

### **Reference:**

### **Audit Recommendation Status**

### **Purpose of order:**

**The purpose of this order is to establish follow-up policies and procedures regarding internal performance audits.**

### **Scope of order:**

**This order applies to personnel assigned to the follow-up team at The Audit and Accountability Bureau (AAB).**

### **Order:**

**Personnel assigned to the follow-up team will be responsible for conducting the follow-up of audit recommendations. These procedures may apply to outstanding audit reviews when necessary. Details of the follow-up will be memorialized on a recommended follow-up process guide, which will contain the most current process.**

### **Audit recommendation follow-up:**

**Personnel assigned to the follow-up team will contact the concerned auditee or process owner and request a status update (ie., corrective action plan or supporting documents). The status will be recorded under the respective audit project number.**

### **Tracking of follow-up actions:**

**All audit recommendations and follow-up action information will be recorded on a tracker maintained by personnel assigned to the follow-up team. An annual report of all outstanding recommendations will be completed and made available for review by the Director of The Office of Constitutional Policing.**

### **Filing and documentation retention:**

**All documentation, whether physical copies or electronic files, shall be maintained at AAB and subject to the guidelines of AAB Unit Order #6, Document Retention.**

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