

## **Quality Assurance Reviewer**

**The quality assurance review shall be conducted in accordance with auditing standards. Responsibilities for the Quality Assurance Reviewer but not limited to:**

- **Participate in audit team meetings as needed.**
  - **Monitor and maintain open communication with the project manager throughout the audit process.**
  - **Determine if the population selected for testing is sufficient and appropriate with an unbiased approach.**
  - **Determine if the audit objectives are properly formulated and correlate to the required criteria. The criteria should be relevant, cited verbatim according to the reference, and directly support the objectives.**
  - **Ensure the testing instruments are measurable and relevant to support the criteria with a clear disposition.**
  - **Review the draft report to ensure the findings are consistent with the written narrative results, as supported by the evidence.**
  - **Confirm audit work papers directly support results.**
  - **Compile written notes for clarification of areas that are not appropriately cited or supported by the audit work papers.**
  - **Ensure the project manager provides a written response for each note.**
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