

Audit Documentation

The project manager will ensure the following:

- **A binder is created to retain all work papers and original documents.**
 - **All team members shall store all work papers in the binder.**
 - **A Table of Contents is included to ensure organization.**
 - **Create and electronic file for storing audit documentation (electronic audit work papers.)**
 - **All documents containing original signatures and notes will be scanned for storage.**
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