



International Professional
Practices Framework

Implementation Guide 2330

Standard 2330 – Documenting Information

Internal auditors must document sufficient, reliable, relevant, and useful information to support the engagement results and conclusions.

Revised Standards, Effective 1 January 2017

Getting Started

Engagement workpapers are used to document the information generated throughout the engagement process, including planning; testing, analyzing, and evaluating data; and formulating engagement results and conclusions. Workpapers may be maintained on paper, electronically, or both. Use of internal audit software may enhance consistency and efficiency.

The content, organization, and format of workpapers generally vary by organization and the nature of the engagement. However, it is important to achieve workpaper consistency within the internal audit activity as much as possible, as it generally helps facilitate sharing of engagement information and coordination of audit activities. Because the chief audit executive (CAE) is responsible for such coordination and for developing the internal audit activity's policies and procedures (see Standard 2050 – Coordination and Reliance and Standard 2040 – Policies and Procedures, respectively), it is logical for the CAE to develop guidelines and procedures for completing workpapers for various types of engagements. The use of standardized, yet flexible, workpaper formats or templates, improves the efficiency and

consistency of the engagement process. Commonly standardized workpaper elements include the general layout, “tick-mark” notation (i.e., symbols used to represent specific audit procedures), a system of cross-referencing to other workpapers, and designated information that should be saved permanently or carried forward into other engagements. Before documenting engagement information, internal auditors should review and understand their organization’s particular workpaper development procedures, standardized notations, and any available templates or software that the internal audit activity uses.

Considerations for Implementation

Standard 2310 – Identifying Information states, “Internal auditors must identify sufficient, reliable, relevant, and useful information to achieve the engagement’s objectives.” These characteristics are equally essential for internal auditors to consider when documenting information in workpapers. Effective workpapers contain information that is sufficient and relevant to the engagement objectives, observations, conclusions, and recommendations, which makes the information useful in helping the organization meet its goals.

The information documented in effective workpapers is also reliable because it is derived using appropriate engagement techniques, which are documented. Perhaps most importantly, workpapers contain sufficient and relevant information that would enable a prudent, informed person, such as another internal auditor or an external auditor, to reach the same conclusions as those reached by the internal auditors who conducted the engagement. Thus, workpaper documentation is an important part of a systematic and disciplined engagement process because it organizes audit evidence in a way that enables reperformance of the work and supports engagement conclusions and results.

Workpapers may include the following elements:

- Index or reference number.
- Title or heading that identifies the area or process under review.
- Date or period of the engagement.
- Scope of work performed.
- Statement of purpose for obtaining and analyzing the data.



- Source(s) of data covered in the workpaper.
- Description of population evaluated, including sample size and method of selection.
- Methodology used to analyze data.
- Details of tests conducted and analyses performed.
- Conclusions including cross-referencing to the workpaper on audit observations.
- Proposed follow-up engagement work to be performed.
- Name of the internal auditor(s) who performed the engagement work.
- Review notation and name of the internal auditor(s) who reviewed the work.

Generally, workpapers are organized according to the structure developed in the work program and cross-referenced to relevant pieces of information. The end result is a complete collection of documentation (electronic, paper, or both) of the procedures completed, information obtained, conclusions reached, recommendations derived, and the logical basis for each of the steps. This documentation constitutes the primary source of support for internal auditors' communication with stakeholders, including senior management, the board, and management of the area or process under review.

The supervisory review of workpapers is typically used to develop internal audit staff (see Standard 2340 – Engagement Supervision). A supervisory review may also be used as a basis for assessing conformance with the *International Standards for the Professional Practice of Internal Auditing* and for maintaining the quality assurance and improvement program (see Standard 1300 – Quality Assurance and Improvement Program).

Considerations for Demonstrating Conformance

Properly prepared and completed workpapers, whether stored on paper or electronically, demonstrate conformance with Standard 2330. Evidence that the engagement information is sufficient, reliable, relevant, and useful may be demonstrated in management's effective implementation of recommended actions. When communicating engagement results to the appropriate parties, the CAE may also receive feedback about the quality of the engagement information documented. Similarly, post-engagement surveys of the individuals who received the engagement information may also evidence conformance.



About The IIA

The Institute of Internal Auditors (The IIA) is the internal audit profession's most widely recognized advocate, educator, and provider of standards, guidance, and certifications. Established in 1941, The IIA today serves more than 180,000 members from more than 170 countries and territories. The association's global headquarters are in Lake Mary, Fla. For more information, visit www.globaliia.org or www.theiia.org.

About Implementation Guidance

Implementation Guidance, as part of The IIA's International Professional Practices Framework® (IPPF®), provides recommended (non-mandatory) guidance for the internal audit profession. It is designed to assist both internal auditors and internal audit activities to enhance their ability to achieve conformance with the *International Standards for the Professional Practice of Internal Auditing (Standards)*.

Implementation Guides assist internal auditors in applying the *Standards*. They collectively address internal audit's approach, methodologies, and consideration, but do not detail processes or procedures.

For other authoritative guidance materials provided by The IIA, please visit our website at www.globaliia.org/standards-guidance or www.theiia.org/guidance.

Disclaimer

The IIA publishes this document for informational and educational purposes. This guidance material is not intended to provide definitive answers to specific individual circumstances and, as such, is only intended to be used as a guide. The IIA recommends that you always seek independent expert advice relating directly to any specific situation. The IIA accepts no responsibility for anyone placing sole reliance on this guidance.

Copyright

Copyright® 2016 The Institute of Internal Auditors. For permission to reproduce, please contact guidance@theiia.org.