**Annexure M**

**Preliminary System Audit**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Audit Period** | **Observation No** | **Description of finding** | **ASP Name** | **Status / Nature of findings** | **Risk Rating of Findings as per Auditor** | **Audited By** | **Root Cause Analysis** | **Impact Analysis** | **Corrective Action Proposed by auditor** | **Deadline for the Corrective Actions** | **Management response in case of acceptance of associate risk** |
|  |  |  |  |  |  |  |  |  |  |  |  |

Description of relevant table heads:

1.       Audit Period - This indicates the period of the audit.

2.       Description of Finding / Observations - Description of the findings in sufficient details, referencing any accompanying evidence.

3.       Status / Nature of Findings - The category can be specified for example:

a.       Non-Compliant (Major/Minor)-

b.      Work In progress

c.      Observation

d.      Suggestion

4.      Risk Rate of Findings - A rating has to been given for each of the observations based on their impact and severity to reflect the risk exposure, as well as suggested priority for action.

|  |  |
| --- | --- |
| **Rating** | **Description** |
| **HIGH** | Weakness in control those represent exposure to the organization or risks that lead to instances of noncompliance with the requirement of the TOR’s. These risk need to be addressed with utmost priority. |
| **MEDIUM** | Potential weakness in controls, which could develop into an exposure or issues that represent areas of concerns and may impact internal controls. These be should addressed responsible promptly. |
| **LOW** | Potential weakness in controls, which in combination with other weakness can develop into an exposure. Suggested improvements for situation not immediately/directly affecting controls. |

5.       Root Cause Analysis - A detailed analysis on the cause of the non-conformity

6.       Impact Analysis - An analysis of the likely impact on the operations/ activity of the organization,

7.       Corrective Actions - The action taken to correct the non-conformity