

**PREPARING WORKING PAPERS**

**Arthur D Little**

**FORMAT**

Page labelled with topic? \_\_\_\_\_  
Identification of interviewee? \_\_\_\_\_  
  
Exhibits references in working papers? \_\_\_\_\_  
Pages numbered, initialed, dated? \_\_\_\_\_  
Legible? \_\_\_\_\_  
Use of short hand? \_\_\_\_\_  
Use of abbreviations? \_\_\_\_\_

**CONTENT**

All concerns captured? \_\_\_\_\_  
Understanding of management system captured? \_\_\_\_\_  
Conclusions reached as a result of test are documented? \_\_\_\_\_  
Audit findings clearly identified? \_\_\_\_\_

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Purpose of Interview?	_____
Sufficient Probing for Complete Understanding?	_____
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