

Audit Skills Test

Full Name:.....

Position:.....

Company:.....

**Date of
Course:**.....

1. Please list the 5 steps in the audit process, briefly explaining what the expected outcome from each step is, and how much time (in percentage of total time available) is generally necessary to perform each task.
2. Please describe what are the typical processes of a management system and what are the supporting activities linked with them, giving examples for each of which are the things the auditor wants to learn.
3. Please list and describe some of the recommended dos and don'ts relating to interviewing skills (please refer to style, types of question, etc).
4. Please list and describe some of the recommended dos and don'ts relating to working paper techniques.
5. Please describe the four kinds of evidence discussed during the course and discuss what methods are most suited to gather each one, including advantages and limitations for each.
6. Please describe the recommended steps to developing a verification strategy.
7. Please describe the various sampling techniques, and discuss, explaining pros and cons. Please give examples of situations in which you would choose each.
8. Which are the three situations which should never result in a local attention finding?
9. Please detail some dos and don'ts relative to writing findings.