

DOCUMENT AND EVIDENCE REVIEW BEFORE AN AUDIT

Before the audit. Review the documentation.

I review your policies, process descriptions and evidence on site. You receive specific findings on gaps and inconsistencies, plus a prioritised list to help prepare for your audit.

2 days

Consecutive days on site

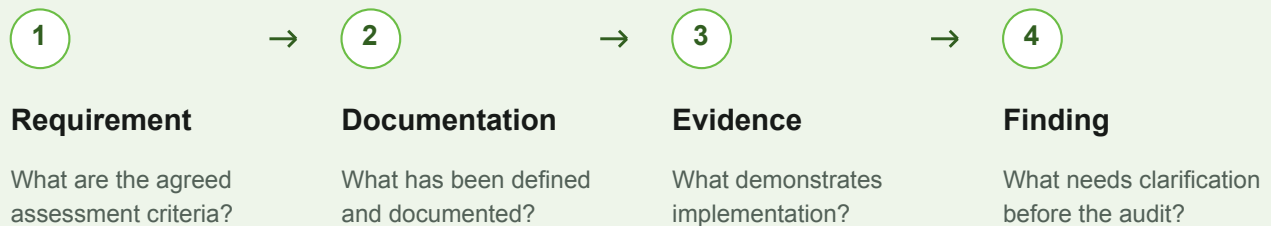
1 review area

Up to 5 requirements / controls

Up to 5 documents

No more than 50 pages in total

CHECK WHETHER REQUIREMENTS AND EVIDENCE ALIGN



Identify the gaps in your documentation

- Compare documents against the agreed assessment criteria.
- Identify inconsistencies, unclear responsibilities and missing evidence.
- Receive findings with specific references and concrete next steps.

For audit coordination, IT, information security, compliance and process owners preparing a defined area for an upcoming audit.

ON SITE IN DACH AND THE NETHERLANDS · TRAVEL AND HOTEL INCLUDED

PACKAGE PRICE FOR THE SCOPE DESCRIBED

€6,900

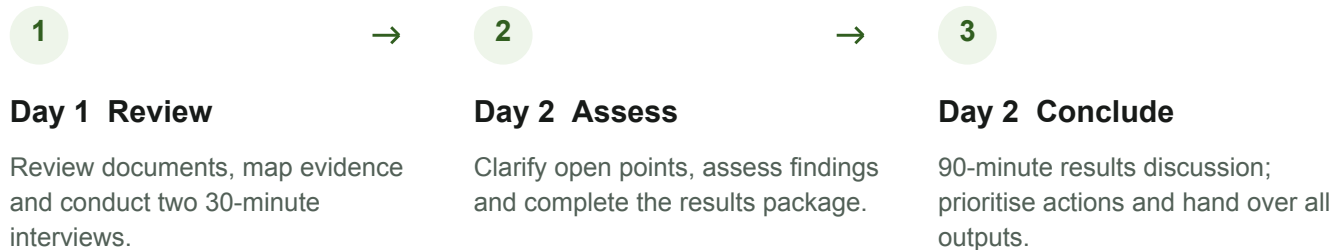
net, plus applicable VAT

Fixed price including preparation and results

SCOPE AND WORKING TOGETHER

What the package includes

One company, one review area and one agreed set of assessment criteria. I review up to five requirements or controls using your documentation and existing evidence.



Your results package

- A findings report of four to six pages with specific references and missing evidence.
- An evidence matrix for the selected requirements or controls, up to a maximum of five.
- Up to ten prioritised actions with proposed owners.

What to prepare

Specify the audit context and desired review area in advance. Provide no more than five documents totalling 50 pages, including annexes and evidence, at the start. Nominate two interviewees and a contact for the results.

Scope and additional services

One defined area, such as ICT governance or service-provider management. Missing information is marked as not assessable. Additional areas, documents and revisions are separate services. Implementation of the actions is not included.

Delivery: Two consecutive working days on site at one client location in Germany, Austria, Switzerland or the Netherlands. Review, interviews, analysis, reporting and handover all take place within these two days. Return travel and necessary overnight accommodation are included in the fixed price.

Specialist preparation for an audit within the agreed scope. A document review does not automatically demonstrate a control's operating effectiveness. No comprehensive organisational audit, formal assurance opinion or guarantee of an audit outcome.

Discuss a suitable date and scope

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