

Name of MDA:

Internal Audit Unit

Form 17: Entry Meeting

Name and Address of Office/Project:

Area of Audit:

No.	Description	Information
1		
2		
3		

1. Participants of Entry Meeting

No.	Name	Position	Organization	Email	Phone	Signature
1						
2						
3						

2. Information shared by Audit Team Leader

No.	Topics	Matters shared and discussed
1		
2		
3		

3. Information Shared by Head of the Auditee

No.	Topics	Matters shared and discussed.
1		
2		
3		

4. Logistic Arrangement

The logistic arrangement for audit such as: workplace, Internet connection, field visit, and physical verification.

5. Coordinator(s) Assigned

The audit team requires prompt access to the documents, personnel and property. The auditee has to assign coordinator(s) to facilitate prompt access, logistic arrangement and other supports required during audit execution and report drafting.

No	Name and position of Coordinator	Phone number and email	Responsible for
1			
2			
3			

Prepared by and date
(Auditor)

Verified by and date
(AD/DD)

Approved by and date
(HIA/CAE)