

Name of Office/Project:

Name of MDA:**Internal Audit Unit****Form 23: Permanent File**

No.	Documents/Information	Number of pages
1.	Policy documents	
2.	Laws/Rules - legal framework	
3.	Manuals	
4.	Project documents	
5.	Agreement of loan/grant	
6.	Target and achievement	
7.	Organizational structure of the project/operation.	
8.	Major audit findings of previous years, which were incorporated into the Annual Report	
9.	Other relevant documents and statements, useful for more than one Fiscal Year	
10.	Audit Universe: Auditable Offices/Projects (Form 1)	
11.	Internal Auditors' assessment of broad risk associated with auditable area (Form 5)	
12.	Updated client profile	