

Action Plan

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This Action Plan will form part of the inspection documentation forwarded to the Practice Inspection Committee; accordingly, **please ensure that no identifying names of your firm, clients or staff are included.**

1. I/We have identified an action(s) for each of the Reportable Deficiencies raised on the firm's last practice inspection. My/Our actions are included in Appendix A, attached.

2. I/We have reviewed my/our firm's quality control policies and procedures and identified the cause(s) for these Reportable Deficiencies (i.e. whether or not they were isolated instances or systemic).
My/Our evaluation is as follows:

3. I/We have identified actions in response to the evaluation of the quality control policies and procedures in point 2 above. Such actions might include:

- (i) Professional development courses to be taken by engagement partner(s) YES NO

If YES, indicate courses to be taken:

- (ii) Staff training YES NO

If YES, indicate staff training planned:

- (iii) Updating of checklists, obtaining appropriate reference materials YES NO

If YES, indicate the planned changes:

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(iv) Increased review and supervision of staff

YES NO

If YES, indicate specifics:

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(v) Requiring a second partner/practitioner review

YES NO

If YES, indicate specifics:

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(vi) Disciplinary action against those who failed to comply with the policies and procedures of the firm

YES NO

If YES, indicate nature of action to be taken:

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(vii) Other actions to be undertaken (in addition or as an alternative to the above):

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Appendix A

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Reportable Deficiency Reference (e.g. FS1, AU1, RE1, QC1, etc.)	File Reference (e.g. 1, 2, 3, etc.)	Actions for Reportable Deficiencies (including, for example: ensuring the deficiency is addressed in the subsequent year's file by making a note in such file, or communicating the deficiency to the respective partner and other personnel OR such other actions as the firm deems necessary.)

Appendix A

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Reportable Deficiency Reference <small>(e.g. FS1, AU1, RE1, QC1, etc.)</small>	File Reference <small>(e.g. 1, 2, 3, etc.)</small>	Actions for Reportable Deficiencies <small>(including, for example: ensuring the deficiency is addressed in the subsequent year's file by making a note in such file, or communicating the deficiency to the respective partner and other personnel OR such other actions as the firm deems necessary.)</small>