

AS3806 UPDATE CHECKLIST

CLAYTON UTZ

Principle 1 - Commitment

yes no

- Convincing evidence of action taken on commitment by Board, Senior Management and line Management
- Evidence of improvement in compliance performance is available

Principle 2 - Aligned Policy

yes no

Compliance Policy Matrix

- Responsibility/monitoring linked to obligations
- Linkage to business activities and projects
- Linkage to operational procedures
- Integration with risk, audit and legal
- Compliance independence

Principle 3 - Resources

yes no

- Business case as to adequacy

Principle 12 - Agreed objectives and strategy

yes no

Clearly set:

- Objectives and targets
- Strategy

Principle 5 - Compliance requirements

yes no

- Compliance requirements matrix
- Updating evidence
- Prioritisation matrix

Principle 6 - Responsibility

yes no

- Evidence of discharge of line management responsibility
- Evidence of integration of compliance requirements into business practices
- HR linkage - positive and negative
- Outsourcing monitoring
- Communication records

Principle 7 - Training

yes no

- Induction training
- Ongoing tailored program - dealing with change
- Assessment
- Records

Principle 8 - Behaviour

yes no

- Compliance culture evidence

Principle 9 - Controls

yes no

- Controls matrix
- Linkage to policies, procedures and reporting
- Evidence of measurement and target-setting

Principle 10 - Monitoring

yes no

- Indicator selection methodology
- Monitoring methodology
- Reporting and sign-off procedures
- Escalation management

Principle 11 - Demonstration

yes no

- "Convincing" evidence folder

Principle 12 - Review and continuous improvement

yes no

- Evidence and review
- Evidence of trends analysis

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