

## **REGISTERED CANDIDATE AUDITOR (RCA) TECHNICAL COMPETENCE REQUIREMENTS**

### **1. Context**

After completion of the recognised training contract, a period of specialisation is required, appropriate to the level required for registration and practice as a Registered Auditor (RA). During the period of specialisation, the professional competence already demonstrated during the training programme is further refined to ensure that Registered Candidate Auditors (RCAs) who qualify for registration and practice as an RA are capable of:

- developing their competence in the areas of auditing and assurance and its related fields;
- adding value to their employers and clients as a result of more refined areas of expertise and consistently high standards of performance in both the technical and non-technical aspects of competence; and
- making a positive contribution to the profession throughout their professional lives by adhering to and living out the ethical values and principles of the profession.

The period of specialization is not limited to the development of technical and non-technical competence; emphasis is placed upon the refinement of areas of competence necessary to practice as an RA. It should provide an opportunity for RCAs to gain exposure to a range of other attributes such as professional judgment, objectivity, administrative ability, and the ability to communicate, motivate and supervise others. It should provide opportunities to enhance understanding of different types of organizations, of how business is conducted and of working relationships. It should enable RCAs to relate their understanding of auditing and accounting to other business functions and activities and build an awareness of the complexity of environments in which accounting services are provided. As such, it should also provide RCAs with the opportunity to assume high levels of responsibility.

During this period, the capabilities already consolidated in the training programme will be further refined to a point of specialist competence. In this context, the RCA should:

- Assume a management / supervisory function within the auditing department of the firm.
- Report to the relevant direct line manager or engagement partner on matters relating to the audit.
- Lead a team of trainee accountants and other assistants in the proper execution of the audit.
- Build and manage the engagement relationships, where appropriate, with representatives of the client at senior level of management, including those charged with governance and relevant third parties.

## **2. Complexity of standard**

It should be noted that the demonstration of each degree of competence will not necessarily correspond with the completion of each successive year of specialization. Some aspects of competence may require additional training in order to be properly achieved and demonstrated. Although a candidate is likely to demonstrate more than one competence on a specific engagement, it is unlikely that experience will be gained in all aspects of competence on the same assignment. Specialist competence is not only achieved through demonstration on a single assignment, but rather over a period of time since specialist competence implies that one is able to consistently perform to the desired standard of competence in various environments. It is accepted that this consistency in the demonstration of competence may not take place in a period of less than eighteen months.

Three distinct and increasingly complex standards of performance are identified and referred to in terms of dimensions, namely, 1D, 2D and 3D. The dimension is an indication of two key factors which, in combination, determine the standard at which a particular capability should be demonstrated. These factors are independence and intricacy:

### **2.1 Independence - the extent of guidance, supervision and review required in order to complete the task**

RCAs are expected to assume high levels of responsibility for all engagements to which they are assigned. They should ultimately demonstrate the competence to undertake increasing levels of responsibility for the review of work prepared by the audit team, seeking the guidance of senior line managers or the engagement partner only on matters of a contentious nature. Although the work submitted will be reviewed by a more senior member of the firm (i.e. senior line managers or the engagement partner), it may be expected that only limited queries are generated as a result.

### **2.2 Intricacy - the complexity of the task to be carried out**

The nature of the audit engagement and the tasks required to complete the audit carry with them varying degrees of risk. An RCA should ultimately assume increasing levels of responsibility for the management of aspects of the audit that are likely to impact on the engagement risk. In addition, particular emphasis should be placed on the management of the quality of the audit.

The following factors are likely to affect the intricacy of the task:

- The extent of guidance required from the direct line manager or engagement partner and the extent of leadership required to be given to other members of the audit team;

- The nature of the client including its ownership, managerial and governance structures; and
- The overall engagement risk inherent to the assignment;

The complexity of the standards required for the demonstration of specialist competence may be summarised as follows:

| <b>1D<br/>Single dimensional</b>                                                                                       | <b>2D<br/>Two dimensional</b>                                                                                                                                                                                         | <b>3D<br/>Three or multi-dimensional</b>                                                                                                                                                                                                                            |
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| Works under the direct supervision of a senior line manager or the engagement partner to carry out more routine tasks. | Able to lead the audit team, providing supervision of trainees and reporting to a senior line manager or the engagement partner.                                                                                      | Able to provide independent leadership to a team of trainee accountants, briefing and collaborating with senior line managers or the engagement partner where necessary.                                                                                            |
| Able to carry out standard instructions according to established procedures within the firm.                           | Assumes increased responsibility for the sufficiency and appropriateness of audit evidence gathered as part of the engagement, subject to review by a senior line manager or the engagement partner.                  | Assumes increased responsibility for the sufficiency and appropriateness of audit evidence gathered as part of the engagement, requiring only limited review by senior line managers or the partner.                                                                |
|                                                                                                                        | In collaboration with direct line managers or engagement partner recognises and makes appropriate recommendations in instances which may require adapting established procedures relevant to a particular engagement. | In collaboration with direct line managers or engagement partner recognises instances which require a deviation from established procedures, and applies professional judgment in resolving such deviations so as to meet the demands of the particular engagement. |
|                                                                                                                        | In collaboration with direct line managers or engagement partner carries out tasks of a high degree of risk and complexity.                                                                                           | In collaboration with direct line managers or engagement partner carries out tasks that have a high degree of risk and complexity, leading discussions and developing proposals as appropriate.                                                                     |
|                                                                                                                        | Supports senior line managers or the engagement partner, in completing and finalizing all of the required aspects of the audit.                                                                                       | Briefs senior line managers or the engagement partner as to contentious matters affecting the finalization of all the required aspects of the audit.                                                                                                                |

Where the competences have been achieved through additional interventions (i.e. classroom or simulations), the complexity of the standards required, as discussed above, speaks to the complexity of the tasks involved.

### 3. Competencies and capabilities

The IRBA has prescribed certain competences and capabilities that need to be achieved before an RCA can be signed off as proficient. The Competency Framework has been divided into three groups:

- Competence that must be achieved on the job;
- Competence that must be achieved through additional interventions (i.e. classroom or simulations) or on the job; and
- Competence that may only be achieved under exceptional circumstances or in specialised industries.

It is not envisaged that RCAs will be given the opportunity to satisfy each and every aspect of the Competency Framework during each audit engagement. The Competency Framework is a reference point for the development of competent RAs. It covers the lifecycle of an audit engagement and coupled with the requirement to operate at a senior, managerial level, the framework provides direction for the RCA.

|                                                                | Competence and capabilities | Reference | Complexity of standard |
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| <b>CATEGORY 1 COMPETENCES THAT MUST BE ACHIEVED ON THE JOB</b> |                             |           |                        |

| <b>A</b>  | <b>GENERAL PRINCIPLES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |    |
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| <b>A1</b> | <b>To obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, thereby enabling the auditor to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework; and to report on the financial statements, and communicate as required by the ISAs, in accordance with the auditor's findings.</b> | <b>ISA 200</b> |    |
| A1.1      | The auditor shall comply with relevant ethical requirements, including those pertaining to independence, relating to financial statement audit engagements.                                                                                                                                                                                                                                                                                                                               | ISA 200        | 3D |
| A1.2      | The auditor shall plan and perform an audit with professional skepticism recognizing that circumstances may exist that cause the financial statements to be materially misstated.                                                                                                                                                                                                                                                                                                         | ISA 200        | 3D |
| A1.3      | The auditor shall exercise professional judgment in planning and performing an audit of financial statements.                                                                                                                                                                                                                                                                                                                                                                             | ISA 200        | 3D |
| A1.4      | Identify all the ISAs relevant to a particular                                                                                                                                                                                                                                                                                                                                                                                                                                            | ISA 200        | 3D |

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|           | audit. Demonstrate an understanding of the objectives, application and interrelationships during the planning and performance of the audit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |    |
| <b>A2</b> | <b>Establish an understanding of the basis and terms upon which the audit is to be performed.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>ISA 210</b> |    |
| A2.1      | <p>Evaluate and confirm that the preconditions for an audit are present by:</p> <ul style="list-style-type: none"> <li>• Determining whether the financial reporting framework to be applied in the preparation of the financial statements is acceptable; and</li> <li>• Obtaining the agreement of management that it acknowledges and understands its responsibility for: <ul style="list-style-type: none"> <li>a) the preparation of the financial statement;</li> <li>b) such internal controls as deemed necessary to enable the preparation of financial statements that are free of material misstatement; and</li> <li>c) providing the auditor with such information and unrestricted access to such persons within the entity whom the auditor deems necessary for obtaining audit evidence.</li> </ul> </li> </ul> | ISA 210        | 3D |
| A2.2      | <p>Draft the engagement letter for submission to direct line managers or the engagement partner, addressed to management or those charged with governance (as appropriate), setting out the terms of the audit engagement, including:</p> <ul style="list-style-type: none"> <li>• the objective and scope of the audit;</li> <li>• the responsibilities of the auditor;</li> <li>• the responsibilities of management;</li> <li>• identification of the applicable reporting framework; and</li> <li>• reference to the expected form and content of any report to be issued by the auditor and a statement that there may be circumstances in which a report may differ from its expected form and content.</li> </ul>                                                                                                        | ISA 210        | 3D |
| A2.3      | On recurring audits, evaluate, in collaboration with direct line managers or the engagement partner, whether circumstances require the terms of the audit engagement to be revised and whether there is a need to remind the entity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ISA 210        | 3D |

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|           | of the existing terms of the audit engagement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |               |    |
| <b>A3</b> | <b>Implement quality control procedures at the engagement level that provide reasonable assurance that the audit complies with professional standards and applicable legal and regulatory requirements and the report issued is appropriate in the circumstances</b>                                                                                                                                                                                                                                                                                                                                                              | <b>ISA220</b> |    |
| A3.1      | Implement quality control procedures at the engagement level that provide the auditor with reasonable assurance that: <ul style="list-style-type: none"> <li>• The audit complies with professional standards and applicable legal and regulatory requirements; and</li> <li>• The auditor's report issued is appropriate in the circumstances.</li> </ul>                                                                                                                                                                                                                                                                        | ISA 220       | 3D |
| A3.2      | Evaluate compliance with independence requirements that apply to the engagement. In doing so: <ul style="list-style-type: none"> <li>• obtain relevant information from the firm to identify and evaluate circumstances and relationships that create threats to independence;</li> <li>• evaluate information on identified breaches of the firms' policies, if any, to determine whether they create a threat to independence for the engagement; and</li> <li>• In collaboration with direct line managers or the engagement partner take appropriate action to eliminate or reduce threats to an acceptable level.</li> </ul> | ISA 220       | 3D |
| A3.3      | In collaboration with direct line managers or the engagement partner evaluate whether appropriate procedures regarding acceptance or continuance of the engagement have been followed. Where information is obtained that may have caused the firm to decline the engagement, communicate promptly to the firm in accordance with established policies and procedures.                                                                                                                                                                                                                                                            | ISA 220       | 3D |
| A3.4      | Evaluate whether the engagement team collectively has the appropriate competence and capabilities to perform the engagement in accordance with professional standards, and applicable legal and regulatory requirements.                                                                                                                                                                                                                                                                                                                                                                                                          | ISA 220       | 3D |
| A3.5      | Where appropriate, during the course of the audit, give suitable direction to and proper supervision of other trainee accountants assigned to the engagement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ISA 220       | 3D |
| A3.6      | Assume responsibility for the review of work undertaken by the audit team in accordance with the firms review policies and procedures, and subject to any further review deemed                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ISA 220       | 3D |

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|           | necessary by the engagement partner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |    |
| A3.7      | Prior to the date of the audit report and in consultation with direct line managers or the engagement partner, review the audit documentation to ensure that sufficient appropriate audit evidence has been obtained to support the conclusions reached and for the auditor's report to be issued.                                                                                                                                                                                                                                                                                                                                                                                             | ISA 220        | 3D |
| A3.8      | On all matters of a complex or contentious nature, evaluate, in collaboration with direct line managers or engagement partner whether the engagement team has undertaken appropriate consultation during the course of the engagement both within the team itself and with others at the appropriate level, within or outside the firm.                                                                                                                                                                                                                                                                                                                                                        | ISA 220        | 3D |
| A3.9      | Ensure that the nature and scope of, and conclusions resulting from such consultations are agreed with the party consulted, and ensure that conclusions resulting from such consultations have been implemented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ISA 220        | 3D |
| A3.10     | Conduct the necessary review to ensure that the following is documented and included in the audit documentation: <ul style="list-style-type: none"> <li>• Issues identified with respect to compliance with relevant ethical requirements and how these were resolved;</li> <li>• Conclusions on compliance with independence requirements and any relevant discussions with the firm that support these conclusions;</li> <li>• Conclusions reached regarding the acceptance and continuance of client relationships and audit engagements; and</li> <li>• The nature and scope of, and conclusions resulting from, consultations undertaken during the course of the engagements.</li> </ul> | ISA 220        | 3D |
| <b>A4</b> | <b>Prepare documentation that provides sufficient and appropriate record for the basis of the auditor's report and evidence that the audit was planned and performed in accordance with ISAs and applicable legal and regulatory requirements.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>ISA 230</b> |    |
| A4.1      | Conduct the necessary supervisory and review procedures in order to ensure that audit documentation is prepared on a timely basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ISA 230        | 3D |
| A4.2      | Conduct the necessary review in order to ensure that audit documentation is sufficient to enable an experienced auditor, having no                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ISA 230        | 3D |

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|           | <p>previous experience with the audit, to understand:</p> <ul style="list-style-type: none"> <li>• The nature , timing and extent of the audit procedures performed to comply with ISAs and applicable legal and regulatory requirements,</li> <li>• The results of audit procedures performed and the audit evidence obtained; and</li> <li>• Significant matters arising during the audit, the conclusions reached thereon, and significant professional judgments made in reaching those conclusions.</li> </ul>         |               |    |
| A4.3      | <p>Conduct the necessary review in order to ensure that documentation of the nature, timing and extent of audit procedures performed includes a record of:</p> <ul style="list-style-type: none"> <li>• The identifying characteristics of the specific items or matters tested;</li> <li>• Who performed the audit work and the date such work was completed; and</li> <li>• Who reviewed the audit work and the date and extent of such review.</li> </ul>                                                                | ISA 230       | 3D |
| A4.4      | <p>In collaboration with direct line managers or engagement partner, conduct discussions of significant matters with management, those charged with governance and others. Ensure that such discussions are properly documented, including the nature of the significant matters discussed and when and with whom such discussions took place.</p>                                                                                                                                                                          | ISA 230       | 3D |
| <b>A5</b> | <p><b>With regard to the auditors' responsibility relating to fraud:</b></p> <ul style="list-style-type: none"> <li>• <b>Identify and assess the risks of misstatement of financial statements due to fraud;</b></li> <li>• <b>Obtain sufficient appropriate audit evidence regarding the assessed risk of material misstatement due to fraud through designing and implementing appropriate responses; and</b></li> <li>• <b>Respond appropriately to fraud or suspected fraud identified during the audit.</b></li> </ul> | <b>ISA240</b> |    |
| A5.1      | <p>Maintain professional skepticism throughout the audit recognising the possibility that material misstatement due to fraud may exist not withstanding any past experience of honesty and integrity of the entity's management and those charged with governance.</p>                                                                                                                                                                                                                                                      | ISA 240       | 3D |
| A5.2      | <p>In collaboration with direct line managers or engagement partner identify specific procedures</p>                                                                                                                                                                                                                                                                                                                                                                                                                        | ISA 240       | 3D |



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|      | <p>to be performed so as to obtain information for use in identifying the risks of material misstatement due to fraud:</p> <ul style="list-style-type: none"> <li>• Make enquiries of management and those charged with governance regarding their assessment of risk, management oversight and processes for identifying and responding to the risk of fraud;</li> <li>• Make enquiries of management, those charged with governance, internal audit and relevant others regarding any actual, alleged or suspected fraud affecting the entity;</li> <li>• Evaluate unusual relationships identified in performing analytical procedures, including those related to revenue accounts; and</li> <li>• Consider whether any other information obtained indicates a risk of material misstatement due to fraud.</li> </ul> |         |    |
| A5.3 | Assume responsibility for the procedures carried out by the audit team in order to identify and assess the risk of material misstatement due to fraud at the financial statement level and at the assertion level for classes of transactions, account balances and disclosures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ISA 240 | 3D |
| A5.4 | Based upon presumptions of risk of fraud in revenue, brief the audit team and provide guidance to evaluate which types of revenue, revenue transactions or assertions give rise to such risk. Ensure that appropriate documentation in this regard has been prepared.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ISA 240 | 3D |
| A5.5 | Assume responsibility for the treatment of assessed risks of material misstatements due to fraud. Conduct the necessary review to ensure that the audit team has gained sufficient and appropriate understanding of the entity's related controls relevant to such risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ISA 240 | 3D |
| A5.6 | <p>Conduct the necessary review to ensure that the overall responses are appropriate to address the assessed risks of material misstatement due to fraud at the financial statement level. In doing so:</p> <ul style="list-style-type: none"> <li>• In collaboration with direct line managers or engagement partner assign and supervise personnel taking into account knowledge, skill and ability of individuals to be assigned significant engagement responsibilities;</li> </ul>                                                                                                                                                                                                                                                                                                                                   | ISA 240 | 3D |

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|       | <ul style="list-style-type: none"> <li>• In collaboration with direct line managers or engagement partner conduct the necessary review in order to evaluate the selection and application of accounting policies particularly those related to subjective measurement and complex transactions which may more readily be subject to manipulation; and</li> <li>• Ensure that an element of unpredictability in the nature, timing and extent of audit procedures has been incorporated.</li> </ul>                                                                                                                      |         |    |
| A5.7  | Conduct the necessary review in order to ensure that the audit team has designed and performed further audit procedures whose nature, timing and extent are responsive to the assessed risks of material misstatement due to fraud at the assertion level.                                                                                                                                                                                                                                                                                                                                                              | ISA 240 | 3D |
| A5.8  | <p>Conduct the necessary review to ensure that the audit team has designed and performed appropriate audit procedures to:</p> <ul style="list-style-type: none"> <li>• Test the appropriateness of journal entries and other adjustments made in preparation of the financial statements;</li> <li>• Review accounting estimates for bias;</li> <li>• Evaluate the business rationale of any transactions that are outside the normal course of business for the entity; and</li> <li>• Respond to identified risks of management override of controls.</li> </ul>                                                      | ISA 240 | 3D |
| A5.9  | Conduct the necessary review to ensure that the audit team has performed relevant analytical procedures to form an overall conclusion as to whether the financial statements are consistent with the auditors understanding of the entity or which may indicate a previously unrecognised risk of material misstatement.                                                                                                                                                                                                                                                                                                | ISA 240 | 3D |
| A5.10 | <p>Conduct the necessary review to ensure that the audit team has prepared and obtained written representations from management and where necessary, those charged with governance that they:</p> <ul style="list-style-type: none"> <li>• Acknowledge responsibility for the design, implementation and maintenance of internal controls to prevent and detect fraud;</li> <li>• Have disclosed the results of their own assessment of risk resulting from fraud; and</li> <li>• Have disclosed their knowledge of fraud or suspected fraud or any allegations affecting the entity's financial statements.</li> </ul> | ISA 240 | 3D |

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| A5.11 | <p>Conduct the necessary review to ensure that appropriate documentation includes the following:</p> <ul style="list-style-type: none"> <li>• Significant decision reached during discussions among key engagement team members;</li> <li>• Identified and assessed risks of material misstatement due to fraud at financial statement and assertion levels;</li> <li>• Overall responses to assessed risks of material misstatement due to fraud;</li> <li>• The results of audit procedures including those designed to address the risk of management override of controls;</li> <li>• Communications where appropriate about fraud made to management, those charged with governance, regulators and others; and</li> <li>• Reasons, if any, as to why revenue recognition does not give rise to a risk of material misstatement due to fraud.</li> </ul> | ISA 240 | 3D |
| A6    | <p><b>With regard to the consideration of laws and regulations:</b></p> <ul style="list-style-type: none"> <li>• <b>Obtain sufficient appropriate audit evidence regarding compliance with the provisions of those laws and regulations generally recognized as having a direct effect on the determination of material amounts and disclosures in the financial statements;</b></li> <li>• <b>Perform specific audit procedures to identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements; and</b></li> <li>• <b>Respond appropriately to instances of non-compliance or suspected non-compliance identified during the audit</b></li> </ul>                                                                                                                                       | ISA 250 |    |
| A6.1  | Obtain a general understanding of the legal and regulatory framework applicable to the entity and the industry / sector in which it operates and how it is complying with that framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ISA 250 | 3D |
| A6.2  | Conduct the necessary review to ensure that the audit team has obtained sufficient appropriate audit evidence regarding compliance with the provision of laws and regulations considered to have a direct effect on the determination of material amounts and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ISA 250 | 3D |

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|           | disclosures in the financial statements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |    |
| A6.3      | Conduct the necessary review to ensure that the audit team has performed audit procedures to identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements. This includes enquiry of management and, where appropriate, those charged with governance and inspection of correspondence with relevant licensing or regulatory authorities.                                                                                                                                                                                                          | ISA 250        | 3D |
| A6.4      | Conduct the necessary review in order to ensure that the audit team has obtained written representations from management and those charged with governance stating that all known instances of non-compliance or suspected non-compliance with laws and regulations have been disclosed to the auditor.                                                                                                                                                                                                                                                                                                               | ISA 250        | 3D |
| <b>A7</b> | <b>Communicate clearly to those charged with governance in order to:</b> <ul style="list-style-type: none"> <li>• Define the responsibilities of the auditor in relation to the financial statement audit and an overview of the planned scope and timing of the audit.</li> <li>• Obtain information relevant to the audit.</li> <li>• Provide timely observations arising from the audit that are significant and relevant to their responsibility to oversee the financial reporting process.</li> <li>• Promote effective two-way communication between the auditor and those charged with governance.</li> </ul> | <b>ISA 260</b> |    |
| A7.1      | Conduct the necessary review of documentation for submission to the engagement partner for communicating the following matters to those charged with governance. <ul style="list-style-type: none"> <li>• The auditor's responsibilities in relation to the financial statement audit;</li> <li>• Planned scope and timing of the audit;</li> <li>• Form, timing and expected general content of further communications;</li> <li>• Significant findings from the audit; and</li> <li>• A statement regarding the auditor's compliance with relevant ethical requirements regarding independence.</li> </ul>          | ISA 260        | 3D |
| A7.2      | Conduct the necessary review to ensure that the audit team has documented all matters communicated to those charged with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ISA 260        | 3D |

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|         | governance and includes copies of all written communications as part of the audit documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                   |    |
| A7.2*** | <p>(a) Communicate clearly with those charged with governance the responsibilities of the auditor in relation to the financial statement audit, and an overview of the planned scope and timing of the audit;</p> <p>(b) Obtain from those charged with governance information relevant to the audit;</p> <p>(c) Provide those charged with governance with timely observations arising from the audit that are significant and relevant to their responsibility to oversee the financial reporting process; and</p> <p>(d) Promote effective two-way communication between the auditor and those charged with governance.</p>                                                                                                                                                                                                         | <p>ISA 260 (Revised)</p> <p><i>This ISA is effective for audits of financial statements for periods ending on or after December 15, 2016.</i></p> | 3D |
| A8      | <b>Communicate appropriately to those charged with governance and management, deficiencies in internal control that the auditor has identified during the audit and that, in the auditor's professional judgment, are of sufficient importance to merit their respective attentions.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ISA 265                                                                                                                                           |    |
| A8.1    | Conduct the necessary review to ensure that, on the basis of the audit work performed, deficiencies in internal control have been identified. Evaluate whether, individually or in combination, they constitute significant deficiencies which should be communicated in writing on a timely basis, to management and those charged with governance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ISA 265                                                                                                                                           | 3D |
| A8.2    | <p>Conduct the necessary review of documentation prepared to communicate significant deficiencies in internal control. Such communication should include a description of the deficiencies and an explanation of their potential effects and sufficient information to enable management and those charged with governance to understand the context of the communication and an explanation that:</p> <ul style="list-style-type: none"> <li>• The purpose of the audit was to express and opinion on the financial statements</li> <li>• The audit included a consideration of internal control relevant to the design of audit procedures and not for the purpose of expressing an opinion as to their effectiveness; and</li> <li>• The matters reported are limited to those identified on the audit and considered of</li> </ul> | ISA 265                                                                                                                                           | 3D |

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|  | sufficient importance to merit being reported to management and those charged with governance. |  |  |
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| <b>B</b>  | <b>RISK ASSESSMENT AND RESPONSE TO ASSESSED RISK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>ISA 230 &amp; ISA 300 – ISA 450</b> |    |
| <b>B1</b> | <b>Plan the audit so that it will be performed in an effective manner.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>ISA 300</b>                         |    |
| B1.1      | Establish what requirements, other than ISAs may be relevant to the particular engagement, namely legal, regulatory or other professional obligations. Communicate these to the relevant members of the audit team on a timely basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ISA 230                                | 3D |
| B1.2      | In collaboration with direct line managers or engagement partner assume a leadership role in planning the audit, including leading discussions with key members of the engagement team to ensure that the audit will be performed in an effective manner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ISA 300                                | 3D |
| B1.3      | In collaboration with direct line managers or engagement partner assume a leadership role, providing appropriate guidance, supervision and review, in the development and documentation of the overall audit strategy (and later revisions where appropriate) that sets out the scope, timing and direction of the audit, and that guides the development of the audit plan. In doing so: <ul style="list-style-type: none"> <li>• Establish the overall nature, scope, objective and terms of reference for the engagement;</li> <li>• Consider those factors that are in the auditor's professional judgment, significant in directing the engagement team's efforts;</li> <li>• Consider the results of preliminary engagement activities and whether knowledge gained on any other engagements performed for the entity is relevant;</li> <li>• Ascertain the nature, timing and extent of resources necessary to perform the engagement;</li> <li>• Plan the nature, timing and extent of direction and supervision of engagement team members and the review of their work; and</li> <li>• Identify the reporting objectives and the nature and timing of any other communication and reporting responsibilities relevant to the engagement.</li> </ul> | ISA 300                                | 3D |
| B1.4      | Conduct the necessary review of the audit plan and to ensure that it addresses: <ul style="list-style-type: none"> <li>• The nature, timing and extent of planned risk assessment procedures, as determined under ISA 315;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ISA 300                                | 3D |

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|                                                                | <ul style="list-style-type: none"> <li>The nature, timing and extent of planned further audit procedures at the assertion level, as determined under ISA 330; and</li> <li>Other planned audit procedures that are required to be carried out so that the engagement complies with ISAs.</li> </ul>                                                                                                                                                                                                                |                |    |
| B1.5                                                           | Monitor the implementation of the audit plan, including the nature, timing and extent of direction and supervision of other team members and review their work as appropriate. Establish reporting timeframes for presentation of audit work requiring engagement partner review.                                                                                                                                                                                                                                  | ISA 300        | 3D |
| <b>B2</b>                                                      | <b>Identify and assess the risk of material misstatement, whether due to fraud or error, at the financial statement and assertion levels, through understanding the entity and its environment, including internal controls, thus providing a basis for designing and implementing appropriate responses to the assessed risks of material misstatements.</b>                                                                                                                                                      | <b>ISA 315</b> |    |
| B2.1                                                           | Conduct the necessary review of risk assessment procedures including enquiry of management and relevant others within the entity, analytical procedures, observation and inspection.                                                                                                                                                                                                                                                                                                                               | ISA 315        | 3D |
| B2.2                                                           | In collaboration with direct line managers or the engagement partner, evaluate information obtained from client acceptance and continuance processes as well as from previous engagements with the entity as well as significant changes since the previous audit to identify risks of material misstatement that may affect the current audit.                                                                                                                                                                    | ISA 315        | 3D |
| B2.3                                                           | Participate in discussions held between direct line managers and/or the engagement partner and other key engagement team members regarding the susceptibility of the entity's financial statements to material misstatement (including fraud) and the application of the applicable financial reporting framework to the entity's circumstances. Make recommendations as to those matters to be communicated to other members of the engagement team and ensure that significant decisions reached are documented. | ISA 315        | 3D |
| Understanding the entity, its environment and internal control |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |    |
| B2.4                                                           | Demonstrate a thorough understanding of the various classes of transactions, account balances and disclosures relevant to the audit by providing the appropriate guidance to the audit team regarding: <ul style="list-style-type: none"> <li>The industry and operations;</li> <li>Regulatory and other external factors;</li> <li>Applicable financial reporting framework;</li> </ul>                                                                                                                           | ISA 315        | 3D |

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|      | <ul style="list-style-type: none"> <li>• Ownership and governance structures;</li> <li>• Types of investment and planned future investments;</li> <li>• Financing structures and financial performance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |         |    |
| B2.5 | Conduct the necessary review to evaluate the selection, application and changes in accounting policies within the context of the relevant industry and reporting framework.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ISA 315 | 3D |
| B2.6 | Conduct the necessary review to evaluate the entity's objectives and strategies to identify business and economic risks that may give rise to risks of material misstatement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ISA 315 | 3D |
| B2.7 | <p>Conduct the necessary review to ensure that the audit team obtained an appropriate understanding of the internal controls relevant to the audit and evaluated the design and implementation of the controls by performing appropriate procedures. In doing so, review their evaluation of:</p> <ul style="list-style-type: none"> <li>• Managements' and/or those charged with governance's attitude towards a culture of honesty and ethical behaviour;</li> <li>• Particular strengths and deficiencies in the overall control environment;</li> <li>• The entity's own processes for identifying, estimating and assessing the likelihood of and addressing business risks relevant to financial reporting objectives;</li> <li>• The information system, including related business processes relevant to financial reporting and communication;</li> <li>• Communication of significant matters relating to financial reporting roles and responsibilities between management and those charged with governance;</li> <li>• External communications such as those with regulatory authorities;</li> <li>• How the entity has responded to risks arising from IT;</li> <li>• Major activities the entity uses to monitor internal control over financial reporting functions and how it initiates remedial action;</li> <li>• Where applicable, the nature of internal audit's responsibilities and activities performed by this function; and</li> <li>• The source and reliability of any other information the entity uses for monitoring purposes.</li> </ul> | ISA 315 | 3D |
| B2.8 | Conduct the necessary review to ensure that the audit team obtained an appropriate understanding of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ISA     | 3D |



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|                                                              | <p>the information system, including business processes relevant to financial reporting, including the following areas:</p> <ul style="list-style-type: none"> <li>• Classes of transactions significant to the financial statements;</li> <li>• Procedures within both the IT and manual systems by which those transactions are initiated, recorded, processed, corrected, transferred to the general ledger and reported in the financial statements;</li> <li>• Related accounting records that support information and specific accounts in the financial statements;</li> <li>• How the information system captures events and conditions other than transactions, that are significant to the financial statements;</li> <li>• The financial reporting process used to prepare the financial statements, including accounting estimates and disclosures; and</li> <li>• Controls surrounding journal entries, including non-standard journal entries used to record non-recurring transactions or adjustments.</li> </ul>                                |         |    |
| <b>Identify and assess the risk of material misstatement</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |    |
| B2.9                                                         | <p>Based upon the above understanding and the audit work performed by the audit team:</p> <ul style="list-style-type: none"> <li>• Evaluate the identification of the risk of material misstatement in relation to the financial statements as a whole as well as at the assertion level for classes of transactions, account balances and disclosures.</li> <li>• Consider the likelihood of and the possibility of multiple misstatements and the potential magnitude for material misstatement.</li> <li>• Determine whether any risk is significant so as to warrant obtaining further understanding of controls relevant to that risk.</li> <li>• Determine those risks for which substantive procedures alone do not provide sufficient appropriate audit evidence and plan to obtain an understanding of the controls relevant to those risks.</li> <li>• Revise the risk assessment of material misstatement at the assertion level and planned audit procedures where additional audit evidence is obtained during the course of the audit.</li> </ul> | ISA 315 | 3D |
| <b>Document the risk assessment</b>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |    |
| B2.10                                                        | <p>Conduct the necessary review to ensure that the following has been properly documented:</p> <ul style="list-style-type: none"> <li>• Key elements of the understanding obtained</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ISA 315 | 3D |

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|                   | <ul style="list-style-type: none"> <li>regarding the entity;</li> <li>The identified and assessed risks of material misstatement at financial statement and assertion level;</li> <li>Risks and relevant controls that require special audit consideration; and</li> <li>The discussion among engagement team members (see earlier)</li> </ul>                                                                               |                |    |
| <b>B3</b>         | <b>Determine and apply the concept of materiality appropriately in planning and performing the audit.</b>                                                                                                                                                                                                                                                                                                                    | <b>ISA 320</b> |    |
| B3.1              | Determine materiality for the financial statements as a whole, when establishing the overall audit strategy, and revise this materiality when new information comes to light during the audit that would have caused a different materiality amount to be determined.                                                                                                                                                        | ISA 320        | 3D |
| B3.2              | Determine specific materiality levels where particular account balances, transactions or disclosures for which misstatements of lesser amounts than materiality for the financial statements as a whole may reasonably be expected to influence economic decisions of users. Revise this materiality should new information come to light during the audit that would cause a different materiality amount to be determined. | ISA 320        | 3D |
| B3.3              | Determine performance materiality for assessing the risk of material misstatement and determining the nature, timing and extent of further audit procedures. Consider the appropriateness of the nature, timing and extent of procedures when materiality is revised to lower levels than initially determined.                                                                                                              | ISA 320        | 3D |
| B3.4              | Conduct the necessary review to ensure that the following is properly documented for inclusion in the audit documentation: <ul style="list-style-type: none"> <li>Materiality for the financial statements as a whole;</li> <li>Materiality levels for particular classes of transactions, account balances and disclosures;</li> <li>Performance materiality; and</li> <li>Any revision to the above.</li> </ul>            | ISA 320        | 3D |
| <b>B4</b>         | <b>Design and perform audit procedures so that the nature, timing and extent thereof is able to provide sufficient appropriate audit evidence to address the assessed risks of material misstatement.</b>                                                                                                                                                                                                                    | <b>ISA 330</b> |    |
| Overall responses |                                                                                                                                                                                                                                                                                                                                                                                                                              |                |    |
| B4.1              | Conduct the necessary review to ensure that the audit team has designed and implemented appropriate overall responses to address the                                                                                                                                                                                                                                                                                         | ISA 330        | 3D |

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|                                                            | assessed risks of material misstatement at the financial statement level.                                                                                                                                                                                                                                                        |                    |    |
| Tests of controls                                          |                                                                                                                                                                                                                                                                                                                                  |                    |    |
| B4.2                                                       | Conduct the necessary review to ensure that the audit team has designed and performed audit procedures whose nature, timing and extent are based on and responsive to the assessed risks of material misstatement at the assertion level for each class of transactions, account balance and disclosure.                         | ISA 330            | 3D |
| Substantive procedures                                     |                                                                                                                                                                                                                                                                                                                                  |                    |    |
| B4.3                                                       | Conduct the necessary review to ensure that the audit team designed and performed appropriate substantive procedures for each material class of transactions, account balance and disclosure, irrespective of the assessed risk of material misstatement.                                                                        | ISA 330            | 3D |
| B4.4                                                       | Conduct the necessary review to ensure that the audit team, where appropriate, carried out external confirmation procedures as substantive audit procedures designed and performed so as to obtain relevant and reliable audit evidence                                                                                          | ISA 330<br>ISA 505 | 3D |
| B4.5                                                       | Conduct the necessary review to ensure that the audit team has agreed or reconciled the financial statements with the underlying accounting records and examined material journal entries and adjustments made during the course of preparing the financial statements.                                                          | ISA 330            | 3D |
| B4.6                                                       | Conduct the necessary review to ensure that the audit team designed and performed appropriate substantive procedures that are specifically responsive to an assessed risk of material misstatement at the assertion level.                                                                                                       | ISA 330            | 3D |
| Adequacy of presentation and disclosures                   |                                                                                                                                                                                                                                                                                                                                  |                    |    |
| B4.7                                                       | Conduct the necessary review to ensure that the audit team performed audit procedures appropriate to evaluate whether the overall presentation of the financial statements, including related notes and disclosures, is in accordance with the applicable financial reporting framework.                                         | ISA 330            | 3D |
| Evaluate sufficiency and appropriateness of audit evidence |                                                                                                                                                                                                                                                                                                                                  |                    |    |
| B4.8                                                       | In collaboration with direct line managers or the engagement partner conduct the necessary review before the conclusion of the audit to evaluate, based upon the audit procedures performed and the audit evidence obtained, whether the assessment of risk of material misstatement at the assertion level remains appropriate. | ISA 330            | 3D |
| B4.9                                                       | In collaboration with direct line managers or the engagement partner conduct the necessary review to evaluate and conclude whether sufficient and                                                                                                                                                                                | ISA 330            | 3D |

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|                      | appropriate audit evidence has been obtained.                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |    |
| B4.10                | In collaboration with direct line managers or the engagement partner provide leadership, guidance and supervision to the audit team in an attempt to obtain further audit evidence where sufficient appropriate audit evidence relating to a material financial statement assertion has not been obtained. Where unable to do so, consider expressing either a qualified opinion or disclaim an opinion on the financial statements.                                                   | ISA 330 | 3D |
| <b>Documentation</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |    |
| B4.11                | Conduct the necessary review to ensure that the audit team has prepared documentation that includes: <ul style="list-style-type: none"> <li>• The overall responses to address assessed risks;</li> <li>• The linkage between those procedures with the assessed risk at assertion level;</li> <li>• The results of the audit procedures, including relevant conclusions; and</li> <li>• A reconciliation of the financial statements to the underlying accounting records.</li> </ul> | ISA 330 | 3D |

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| <b>C</b>  | <b>AUDIT EVIDENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                          |    |
| <b>C1</b> | <b>Evaluating whether sufficient appropriate audit evidence has been obtained to reduce audit risk to an acceptably low level to enable the auditor to draw reasonable conclusions on which to base the auditor's opinion.</b>                                                                                                                                                                                                                            | <b>ISA 500 – ISA 580</b> |    |
| C1.1      | Design and perform audit procedures to obtain sufficient appropriate audit evidence to be able to draw reasonable conclusions on which to base the auditor's opinion.                                                                                                                                                                                                                                                                                     | ISA 500                  | 3D |
| C1.2      | Conduct the necessary review to ensure that the audit team has obtained sufficient appropriate audit evidence regarding the following selected items: <ul style="list-style-type: none"> <li>• Existence and condition of inventory;</li> <li>• Completeness of litigation and claims involving the entity; and</li> <li>• Presentation and Disclosure of segment information in accordance with the applicable financial reporting framework.</li> </ul> | ISA 501                  | 3D |
| C1.3      | Conduct the necessary review to ensure that the audit team has designed and performed, where appropriate, external confirmation procedures to obtain relevant and reliable audit evidence.                                                                                                                                                                                                                                                                | ISA 505                  | 3D |
| C1.4      | Conduct the necessary review to ensure that the audit team has, as part of substantive procedures, and where relevant, designed and performed analytical procedures to obtain relevant and reliable audit evidence.                                                                                                                                                                                                                                       | ISA 520                  | 3D |

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| C1.5  | Conduct the necessary review to ensure that the audit team has designed and performed analytical procedures near the end of the audit that assist in the formation of an overall audit conclusion as to whether the financial statements are consistent with the auditor's understanding of the entity.                                                                                  | ISA 520 | 3D |
| C1.6  | Conduct the necessary review to ensure that the audit team has designed and performed audit sampling (of appropriate size and sample selection criteria) so as to provide a reasonable basis to draw conclusions about the population from which the sample was selected.                                                                                                                | ISA 530 | 3D |
| C1.7  | Conduct the necessary review to ensure that the audit team has design and performed appropriate substantive procedures so as to obtain sufficient audit evidence about whether accounting estimates, including fair value accounting estimates in the financial statements, whether recognised or disclosed, are reasonable and related disclosures are adequate.                        | ISA 540 | 3D |
| C1.8  | Conduct the necessary review to ensure that the audit team has obtained an understanding of related party relationships and transactions sufficient to be able to recognise factors which give rise to a risk of material misstatement due to fraud.                                                                                                                                     | ISA 550 | 3D |
| C1.9  | Conduct the necessary review to ensure that the audit team has obtained sufficient appropriate audit evidence to evaluate related party relationships and transactions to ensure these have been appropriately identified, accounted for and disclosed in the financial statements in accordance with the framework.                                                                     | ISA 550 | 3D |
| C1.10 | In collaboration with direct line managers or the engagement partner conduct the necessary review to ensure that the audit team has obtain sufficient appropriate audit evidence to evaluate events between the date of the financial statements and the auditor's report that require adjustment of or disclosure in the financial statement are appropriately reflected.               | ISA 560 | 3D |
| C1.11 | In collaboration with direct line managers or the engagement partner conduct the necessary review to ensure that the audit team, has where applicable, responded appropriately to facts that become known to the audit team after the date of the auditor's report, that, had they been known to the audit team at that date, may have caused the auditor to amend the auditor's report. | ISA 560 | 3D |
| C1.12 | In collaboration with direct line managers or the engagement partner conduct the necessary review to ensure that the audit team has obtain sufficient appropriate audit evidence to evaluate the                                                                                                                                                                                         | ISA 570 | 3D |

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|          | appropriateness of management's use of the going concern assumption, whether a material uncertainty exists as to the entity's ability to continue as a going concern and where applicable, determine the implications for the auditor's report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                               |    |
| C1.12*** | In collaboration with direct line managers or the engagement partner:<br>(a) Obtain sufficient appropriate audit evidence regarding, and conclude on, the appropriateness of management's use of the going concern basis of accounting in the preparation of the financial statements;<br>(b) Conclude, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern; and<br>(c) Report in accordance with this ISA.                                                                                                                                                                                                                                 | ISA 570<br>(Revised)<br><br><i>This ISA is effective for audits of financial statements for periods ending on or after December 15, 2016.</i> | 3D |
| C1.13    | In collaboration with direct line managers or the engagement partner conduct the necessary review to ensure that the audit team has obtained written representations from management, and where appropriate, those charged with governance that they believe that they have fulfilled their responsibility for the preparation of the financial statements and the completeness of information provided to the auditor, as well as to support specific assertions as determined necessary, and where applicable, respond appropriately to written representations provided by management and, where appropriate, those charged with governance, or if management or, where appropriate, those charged with governance do not provide the written representations requested by the auditor. | ISA 580                                                                                                                                       | 3D |

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| <b>D</b>  | <b>CONCLUDING AND REPORTING</b>                                                                                                                                                                                                                                                                                                                        | <b>ISA 700 – ISA 720</b> |    |
| <b>D1</b> | <b>Form an opinion on the financial statements based on the conclusions drawn from the audit evidence obtained. Prepare for review, the draft reports required for appropriate communication of audit findings with relevant stakeholders.</b>                                                                                                         |                          |    |
| D1.1      | In collaboration with direct line managers or the engagement partner, form an opinion on the financial statements based on an evaluation of the conclusions drawn from the audit evidence obtained, and express that opinion clearly in a draft audit report for submission to the engagement partner, that also describes the basis for that opinion. | ISA 700                  | 3D |
| D1.1***   | In collaboration with direct line managers or the engagement partner:<br>a) Form an opinion on the financial statements                                                                                                                                                                                                                                | ISA 700<br>(Revised)     | 3D |

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|      | based on an evaluation of the conclusions drawn from the audit evidence obtained; and<br>b) Express clearly that opinion through a written report.                                                                                                                                                                                 | <i>This ISA is effective for audits of financial statements for periods ending on or after December 15, 2016.</i> |    |
| D1.2 | Obtain sufficient appropriate audit evidence about whether comparative information included in the financial statements has been presented, in all material respects in accordance with the requirements in the applicable financial reporting framework.                                                                          | ISA 710                                                                                                           | 3D |
| D1.3 | Evaluate the non-financial information contained in the annual financial statements which include the auditor's report, e.g. Directors' report, Corporate Governance report and Sustainability Report, to determine whether such information could undermine the credibility of the financial statements and the auditor's report. | ISA 720                                                                                                           | 3D |

\*\*\* The competences listed in A7.2, C1.12, and D1.1 must be achieved on the job in the case where a firm has early adopted the International Standards on Auditing (ISAs) relating these competences. These ISAs are effective for audits of financial statements for periods ending on or after December 15, 2016.

#### CATEGORY 2 COMPETENCES THAT MUST BE ACHIEVED THROUGH ADDITIONAL INTERVENTIONS OR ON THE JOB

| <b>E GENERAL PRINCIPLES AND RESPONSIBILITIES</b> |                                                                                                                                                                                                                                                                      |                                       |    |
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| <b>E1</b>                                        | <b>Establish an understanding of the basis and terms upon which the audit is to be performed.</b>                                                                                                                                                                    | <b>ISA 210 &amp; ISA 300</b>          |    |
| E1.1                                             | Where a change in the terms of the audit engagement is requested, assess whether there is reasonable justification for doing so. Where appropriate, agree the new terms of engagement in written form or consider possible external reporting obligations.           | ISA 210                               | 3D |
| E1.2                                             | Assume responsibility for communications with the predecessor auditor, where there has been a change of auditors, in compliance with relevant ethical requirements.                                                                                                  | ISA 300                               | 3D |
| <b>E2</b>                                        | <b>Implement quality control procedures at the engagement level that provide reasonable assurance that the audit complies with professional standards and applicable legal and regulatory requirements and the report issued is appropriate in the circumstances</b> | <b>ISA 220, ISA 230 &amp; ISA 300</b> |    |
| E2.1                                             | Evaluate evidence of non-compliance with                                                                                                                                                                                                                             | ISA 220                               | 3D |

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|           | relevant ethical requirements by members of the engagement team. Where these requirements have not been complied with, in consultation with others in the firm, determine the appropriate action.                                                                                                                                                                                                                                                                                                                                                                                                    |                |    |
| E2.2      | For audits of financial statements of listed companies or those engagements for which the firm has determined that an engagement quality control review is required: <ul style="list-style-type: none"> <li>- Determine that an engagement quality control reviewer has been appointed;</li> <li>- Discuss significant matters arising from the audit, including those identified during the quality control review, with the engagement quality control reviewer; and</li> <li>- Ensure that the audit report remains undated until completion of the engagement quality control review.</li> </ul> | ISA 220        | 3D |
| E2.3      | If differences arise as a result of the quality review, in collaboration with the engagement partner, ensure that the firm's policies and procedures for dealing with and resolving such differences are followed.                                                                                                                                                                                                                                                                                                                                                                                   | ISA 220        | 3D |
| E2.4      | Consider the results of the firm's monitoring process as evidenced in the latest information circulated by the firm and, if applicable, other network firms and whether deficiencies noted in that information may affect the audit engagement.                                                                                                                                                                                                                                                                                                                                                      | ISA 300        | 3D |
| E2.5      | For initial audit engagements, assume responsibility for communications with the predecessor auditor, where there has been a change of auditors, in compliance with relevant ethical requirements and the firm's own policies and procedures                                                                                                                                                                                                                                                                                                                                                         | ISA 230        | 3D |
| <b>E3</b> | <b>Prepare documentation that provides sufficient and appropriate record for the basis of the auditor's report and evidence that the audit was planned and performed in accordance with ISAs and applicable legal and regulatory requirements.</b>                                                                                                                                                                                                                                                                                                                                                   | <b>ISA 230</b> |    |
| E3.1      | Where information is identified that is inconsistent with the auditors final conclusion relating to a significant matter, document how the inconsistency was addressed.                                                                                                                                                                                                                                                                                                                                                                                                                              | ISA 230        | 3D |
| E3.2      | Monitor and review the assembly of the audit documentation in an audit file, ensuring that all necessary administrative processes are completed on a timely basis after the date of the auditor's report.                                                                                                                                                                                                                                                                                                                                                                                            | ISA 230        | 3D |
| E3.3      | Monitor and review the administration of the completed audit file to ensure that it is lodged                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ISA 230        | 3D |



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|           | within the firm for safekeeping in accordance with the relevant retention period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |    |
| <b>E4</b> | <b>With regard to the auditors' responsibility relating to fraud:</b> <ul style="list-style-type: none"> <li>• Identify and assess the risks of misstatement of financial statements due to fraud;</li> <li>• Obtain sufficient appropriate audit evidence regarding the assessed risk of material misstatement due to fraud through designing and implementing appropriate responses; and</li> <li>• Respond appropriately to fraud or suspected fraud identified during the audit.</li> </ul>                                                                                                                                                                                                                                                                                                                                              | <b>ISA240</b>  |    |
| E4.1      | <p>Where a misstatement is identified, determine in collaboration with direct line managers or the engagement partner, whether this may be indicative of fraud and if so, its implications for other aspects of the audit, particularly:</p> <ul style="list-style-type: none"> <li>• Assessment of risks and resulting impact on the nature, timing and extent of audit procedures.</li> <li>• The reliability of management representations.</li> <li>• The reliability of other audit evidence given possible collusion involving employees, management or third parties.</li> <li>• Possible material misstatement of the financial statement as a result of the fraud.</li> <li>• Continuance or possible withdrawal from the engagement.</li> <li>• Professional and legal reporting responsibilities in the circumstances.</li> </ul> | ISA 240        | 3D |
| E4.2      | Where fraud is detected or suspected, communicate on a timely basis to direct line managers or the engagement partner. In such cases, prepare the relevant documentation for review by the engagement partner for, where necessary, discussion or communication with management or those charged with governance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ISA 240        | 3D |
| E4.3      | Where fraud is detected or suspected, and in collaboration with direct line managers or the engagement partner, consider whether there is a legal responsibility which overrides a duty of confidentiality to report the matter to a party outside the entity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ISA 240        | 3D |
| <b>E5</b> | <b>With regard to the consideration of laws and regulations:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>ISA 250</b> |    |

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|      | <ul style="list-style-type: none"> <li>• Obtain sufficient appropriate audit evidence regarding compliance with the provisions of those laws and regulations generally recognized as having a direct effect on the determination of material amounts and disclosures in the financial statements;</li> <li>• Perform specific audit procedures to identify instances of non-compliance with other laws and regulations that may have a material effect on the financial statements; and</li> <li>• Respond appropriately to instances of non-compliance or suspected non-compliance identified during the audit</li> </ul>                                                                                                                                                                                                                                                                                                                                         |         |    |
| A5.1 | <p>When instances of non-compliance or suspected non-compliance are identified, in collaboration with direct line managers or the engagement partner:</p> <ul style="list-style-type: none"> <li>• Obtain an understanding of the nature and circumstances in which it occurred and further information to evaluate the possible effect on the financial statements</li> <li>• Lead discussion regarding the matter with management and those charged with governance as appropriate and where non-compliance is likely to be material, consider obtaining legal advice.</li> <li>• Evaluate and make recommendations as to the effect of a lack of audit evidence on the audit opinion in terms of ISA 705; and</li> <li>• Evaluate and make recommendations as to the implications of non-compliance in relation to other aspects of the audit including the risk assessment and reliability of written representations, and take appropriate action.</li> </ul> | ISA 250 | 3D |
| A5.2 | In collaboration with direct line managers or the engagement partner, communicate with management or those charged with governance as appropriate, matters involving non-compliance with laws and regulations. Also make recommendations as to whether there is a responsibility to report the non-compliance or suspected non-compliance to parties outside the entity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ISA 250 | 3D |
| A5.3 | Document identified or suspected non-compliance with laws and regulations and the results of discussions held with various parties, as appropriate in the circumstances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ISA 250 | 3D |

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| <b>F</b>  | <b>RISK ASSESSMENT AND RESPONSE TO ASSESSED RISK</b>                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>ISA 402</b> |    |
| <b>F1</b> | <b>When the user entity uses the services of service organisations</b>                                                                                                                                                                                                                                                                                                                                                                                                     | <b>ISA 402</b> |    |
| F1.1      | Obtain, where applicable, an understanding of the nature and significance of services provided by service organizations and their effect on the internal controls relevant to the audit, sufficient to identify and assess the risks of material misstatement; and design and perform audit procedures responsive to those risks.                                                                                                                                          | ISA 402        | 3D |
| <b>F2</b> | <b>Evaluate the effect of identified misstatements on the audit and the effect of uncorrected misstatements, if any, on the financial statements.</b>                                                                                                                                                                                                                                                                                                                      | <b>ISA 450</b> |    |
| F2.1      | Accumulate all misstatements identified during the audit, other than those that are clearly trivial and communicate these on a timely basis to the appropriate level of management, requesting that these be corrected.                                                                                                                                                                                                                                                    | ISA 450        | 3D |
| F2.2      | Evaluate whether uncorrected misstatements are material, individually or in aggregate, taking into account the size and nature of the misstatement, both in relation to the particular class of transactions, account balance or disclosure, and the financial statements as a whole, and the particular circumstances of their occurrence as well as the effect of uncorrected misstatements from prior periods.                                                          | ISA 450        | 3D |
| F2.3      | In collaboration with direct line managers or the engagement partner, communicate with those charged with governance uncorrected misstatements, and the effect that they may have, both individually and in aggregate on the opinion in the audit report. Request that these be corrected.                                                                                                                                                                                 | ISA 450        | 3D |
| F2.4      | Obtain written representation from management and those charged with governance whether they believe the effect of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. Include a summary of such items in or attach to the written representations.                                                                                                                                                           | ISA 450        | 3D |
| F2.5      | Conduct the necessary review to ensure that the audit team has included the following in the audit documentation: <ul style="list-style-type: none"> <li>• The amount below which misstatements would be regarded as clearly trivial;</li> <li>• All misstatements accumulated and whether they were corrected;</li> <li>• The conclusion as to whether uncorrected misstatements are material, individually or in aggregate and the basis for that conclusion.</li> </ul> | ISA 450        | 3D |

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| <b>G</b>  | <b>AUDIT EVIDENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |    |
| <b>G1</b> | <b>Evaluating whether sufficient appropriate audit evidence has been obtained to reduce audit risk to an acceptably low level to enable the auditor to draw reasonable conclusions on which to base the auditor's opinion.</b>                                                                                                                                                                                                                                                     | <b>ISA 510</b> |    |
| G1.1      | Conduct the necessary review to ensure that the audit team has, in conducting an initial engagement, obtained sufficient appropriate audit evidence about whether opening balances contain misstatements that materially affect the current period's financial statements and appropriate accounting policies reflected in the opening balances have been consistently applied in the current period, or changes thereto are appropriately accounted for, presented and disclosed. | ISA 510        | 3D |

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| <b>H</b>  | <b>USING THE WORK OF OTHERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>ISA 600 – ISA 620</b> |    |
| <b>H1</b> | <b>In this context, determine whether, and to what extent it is appropriate to use the work of others, and assess whether that work is adequate for audit purposes.</b>                                                                                                                                                                                                                                                                                                                        |                          |    |
| H1.1      | Review documentation relating to communication with components auditors or communicate clearly with component auditors, where applicable, the scope and timing of their work on financial information related to components and their findings.                                                                                                                                                                                                                                                | ISA 600                  | 3D |
| H1.2      | Conduct the necessary review to ensure that the audit team has obtained sufficient appropriate audit evidence regarding the financial information of the components and the consolidation process to express an opinion on whether the group financial statements are prepared, in all material respects, in accordance with the applicable financial reporting framework.                                                                                                                     | ISA 600                  | 3D |
| H1.3      | Determine whether the work of the internal audit function or direct assistance from internal auditors can be used, and if so, in which areas and to what extent; and having made that determination: <ul style="list-style-type: none"> <li>• If using the work of the internal audit function, determine whether that work is adequate for purposes of the audit; and</li> <li>• If using internal auditors to provide direct assistance, direct, supervise and review their work.</li> </ul> | ISA 610 (Revised 2013)   | 3D |
| H1.4      | Determine whether to use the work of an auditor's expert; and, If using the work of an auditor's expert, determine whether that work is adequate for the auditor's purposes.                                                                                                                                                                                                                                                                                                                   | ISA 620                  | 3D |

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| <b>I</b>  | <b>CONCLUDING AND REPORTING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>ISA 701 –<br/>ISA 720</b>                                                                                                               |    |
| <b>I1</b> | <b>Form an opinion on the financial statements based on the conclusions drawn from the audit evidence obtained. Prepare for review, the draft reports required for appropriate communication of audit findings with relevant stakeholders.</b>                                                                                                                                                                                                                  |                                                                                                                                            |    |
| I1.1***   | In collaboration with direct line managers or the engagement partner determine key audit matters and, having formed an opinion on the financial statements, communicate those matters by describing them in the auditor's report.                                                                                                                                                                                                                               | ISA 701<br><br><i>This ISA is effective for audits of financial statements for periods ending on or after December 15, 2016.</i>           | 3D |
| I1.2      | In collaboration with direct line managers or the engagement partner express clearly an appropriately modified opinion on the financial statements that is necessary when:<br>a) Based on the audit evidence obtained, the financial statements as a whole are not free from material misstatement; or<br>b) Sufficient appropriate audit evidence to conclude that the financial statements as a whole are free from material misstatement cannot be obtained. | ISA 705                                                                                                                                    | 3D |
| I1.2***   | In collaboration with direct line managers or the engagement partner express clearly an appropriately modified opinion on the financial statements that is necessary when:<br>a) Based on the audit evidence obtained, the financial statements as a whole are not free from material misstatement; or<br>b) Sufficient appropriate audit evidence to conclude that the financial statements as a whole are free from material misstatement cannot be obtained. | ISA 705 (Revised)<br><br><i>This ISA is effective for audits of financial statements for periods ending on or after December 15, 2016.</i> | 3D |
| I1.3      | Having formed an opinion on the financial statements, evaluate, in collaboration with direct line managers or the engagement partner, whether it is necessary to draw users' attention to certain matters which are fundamental to their understanding of the financial statements, the audit, auditor's responsibilities or auditor's report. Finalise the appropriate emphasis of matter paragraphs for inclusion in the audit report.                        | ISA 706                                                                                                                                    | 3D |
| I1.3***   | Having formed an opinion on the financial statements evaluate, in collaboration with direct line managers or the engagement partner, whether it is necessary to                                                                                                                                                                                                                                                                                                 | ISA 706 (Revised)<br><br><i>This ISA is</i>                                                                                                | 3D |

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|      | draw users' attention, when in the auditor's judgment it is necessary to do so, by way of clear additional communication in the auditor's report, to:<br>(a) A matter, although appropriately presented or disclosed in the financial statements, that is of such importance that it is fundamental to users' understanding of the financial statements; or<br>(b) As appropriate, any other matter that is relevant to users' understanding of the audit, the auditor's responsibilities or the auditor's report. | <i>effective for audits of financial statements for periods ending on or after December 15, 2016.</i> |    |
| I1.4 | Respond appropriately where documents containing audited financial statements and the auditor's report thereon include other information that could undermine the credibility of those financial statements and the auditor's report.                                                                                                                                                                                                                                                                              | ISA 720                                                                                               | 3D |

\*\*\* The competences listed in I1.1, I1.2 and I1.3 must be achieved on the job in the case where a firm has early adopted the International Standards on Auditing (ISAs) relating these competences. These ISAs are effective for audits of financial statements for periods ending on or after December 15, 2016.

| <b>CATEGORY 3 COMPETENCES THAT MAY ONLY BE ACHIEVED UNDER EXCEPTIONAL CIRCUMSTANCES OR IN SPECIALISED INDUSTRIES</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |    |
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| <b>J</b>                                                                                                             | <b>GENERAL PRINCIPLES AND RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |    |
| <b>J1</b>                                                                                                            | <b>Prepare documentation that provides sufficient and appropriate record for the basis of the auditor's report and evidence that the audit was planned and performed in accordance with ISAs and applicable legal and regulatory requirements.</b>                                                                                                                                                                                                                                                                   | <b>ISA 230</b> |    |
| J1.1                                                                                                                 | Where in exceptional circumstances it is necessary to depart from a requirement of ISAs, document the reason for such departure and the alternative audit procedures performed so as to achieve the aim of that requirement.                                                                                                                                                                                                                                                                                         | ISA 230        | 2D |
| J1.2                                                                                                                 | Conduct the necessary review of any new or additional procedures that are performed after the date of the audit report, to ensure that the following is documented: <ul style="list-style-type: none"> <li>• The circumstances encountered;</li> <li>• The new or additional audit procedures performed, audit evidence obtained, and conclusions reached, and their effect on the auditor's report; and</li> <li>• When and by whom the resulting changes to audit documentation were made and reviewed.</li> </ul> | ISA 230        | 3D |
| J1.3                                                                                                                 | In circumstances where it is deemed necessary to modify existing or add new audit documentation, after assembly of the final audit file, regardless of the nature of such modification or addition, conduct the necessary review to ensure that the specific reasons for the modification and when and by whom these                                                                                                                                                                                                 | ISA 230        | 3D |

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