

Control review checklist

Review one safeguard within a defined process and period. Use authorised evidence. Record observations, exceptions and unresolved questions without claiming a wider audit opinion.

Set the review scope

Safeguard and objective

Process period and review question

Mark C for complete, W for work needed or N for not applicable.

Status	Check
	Applicable requirement and version confirmed
	Safeguard purpose explained
	Operating role and timing identified
	Expected evidence described
	Access permission confirmed
	Selection method and scope recorded
	Observation compared with requirement
	Missing information and limits stated
	Exceptions investigated without blame
	Next action and authority confirmed

Record the result and actions

Observed exception and evidence

Unresolved question and responsible person

Agreed action owner due date and review

Original RDE practice aid. Personal and internal organisational adaptation permitted with Jefferson Otonbara Imgbi author credit retained. Keep restricted information in authorised systems. This document does not certify compliance.