

Guidance

G3194

TfL Audit Guidance

Applies to all of TfL

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1 Purpose

The purpose of this document is to provide high level generic guidance for the effective and efficient completion of audits across TfL.

2 Scope

This Guidance applies to all 'audit functions' within TfL involved in the provision of assurance. Each may have established its own processes and procedures for delivery of their work, in line with relevant statutory requirements and professional standards, and aligned with the nature of the work it carries out.

This document describes the key stages that each audit function team should follow when completing audit work although it recognises that there may be variances in the detailed process that supports each of the key stages.

This document supports the Audit element of The Management System (TMS)

3 Key Stages

3.1 Annual Planning

Each area's annual plan will eventually form part of the TfL Integrated Assurance Plan. For details of the Integrated Assurance Plan refer to the [Integrated Assurance Framework](#).

The starting point for the development of an annual audit plan is consideration of the applicable risks from which a preliminary list of areas for audit is developed. Assurance work must be planned to focus attention on areas of highest risk to the organisation.

Managers within specific audit teams should meet with a range of managers from the relevant parts of the business to obtain their input into the plan.

A draft plan should be shared with responsible management. It may be beneficial to facilitate a workshop for senior managers, to obtain their buy-in to their sections of the plan.

3.2 Audit Planning

The purpose of audit planning is to ensure that each audit focuses on the management of the key risks to achieving the business objectives of the area under review.

Relevant documentation and information on processes should be obtained in sufficient detail to ensure risks have been identified.

The audit scope should cover the significant risks identified during any discussions or obtained from documentation.