Monitoring Checklist/Questionnaire

(Draft: May 2018)

Compliance Risk/Project/Area:
Date:
Key Contact:
Departments Involved:
Review Conducted By:

Review Prep

*Obtain copies of any risk/project assessment, mitigation or monitoring documents.

Overview (History) of Risk/Project/Area:
Applicable Regulations or Requirements:
Last Reviewed (Compliance):
Last Reviewed (Business Unit):

Have there been any changes (since last review) in applicable laws, regulations, policies, requirements, or best practices?   ☐ Yes   ☐ No

If so, please describe:

Have there been any changes (since last review) in key stakeholders, internal procedures, or other related activities?   ☐ Yes   ☐ No

If so, please describe:

*If there are changes in the laws or regulations, compliance staff should review those changes and consult with counsel to ensure appropriate compliance is met.

Phase One: Compliance Program Elements

Governance: Leadership and other stakeholders who provide oversight for the compliance risk, issue, or project. Structure in place to ensure execution and accountability.

Has ownership been assigned to the identified risk, project, or area?　　☐ Yes　　☐ No

If so, please list owner(s):

Is there a specific process to raise issues or concerns?　　☐ Yes　　☐ No

If so, please describe process:

Policies: A set of policies are principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals.

Does the organization have established policies for the identified risk, project, or area?
☐ Yes　　☐ No

If so, please list the policies (e.g., names and/or hyperlinks):

When were the policies last reviewed and/or revised?

Are the review dates and the names of the individual reviewers documented?
☐ Yes　　☐ No

Procedures: Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization.

Does the organization have established procedures for the identified risk, project, or area?　　☐ Yes　　☐ No

If so, please list the procedures (e.g., names and/or hyperlinks):

When were the procedures last reviewed and/or revised?

Are the review dates and the names of the individual reviewers documented?
☐ Yes   ☐ No

Who receives the procedure documentation and how do they access it?

Training: Efforts to educate stakeholders with either knowledge, insight, or skills.

Does the organization have established training for the identified risk, project, or area?
☐ Yes   ☐ No

If so, please list the training sessions (e.g., type of training, training provider, timeframes around which training is given):

Who has access to training sessions? Is training mandatory for particular audiences?

What is the process to ensure training is completed?

When were the training sessions last reviewed and/or revised?

Are the review dates and the names of the individual reviewers documented?
☐ Yes   ☐ No

Communications:

How is information and developments for identified risk, project, or area communicated? Please provide description of different types of communications provided to stakeholders.

Are there any existing procedures around communication for the risk, project and/or area being addressed?

When was your last communication regarding this topic? Please included type of communication, date, stakeholders involved.

Monitoring: Supervising activities in progress to ensure they are on-course and on-schedule in meeting the objectives and performance targets.

Is the owner conducting (and documenting) monitoring activities for the identified risk, project, or area?   ☐ Yes   ☐ No

If so, please list the monitoring process or activities:

Has the owner identified any KPIs or KRIs?   ☐ Yes   ☐ No

If so, please list KPIs and KRIs currently being tracked:

Please list any KPIs or KRIs currently identified, but not in practice:

Were there any recent internal or external audits conducted around this risk, project, or area?   ☐ Yes   ☐ No

If so, please describe audit (e.g., when, where, who, etc.) and results:

Phase Two: Risk- or regulation-specific questions