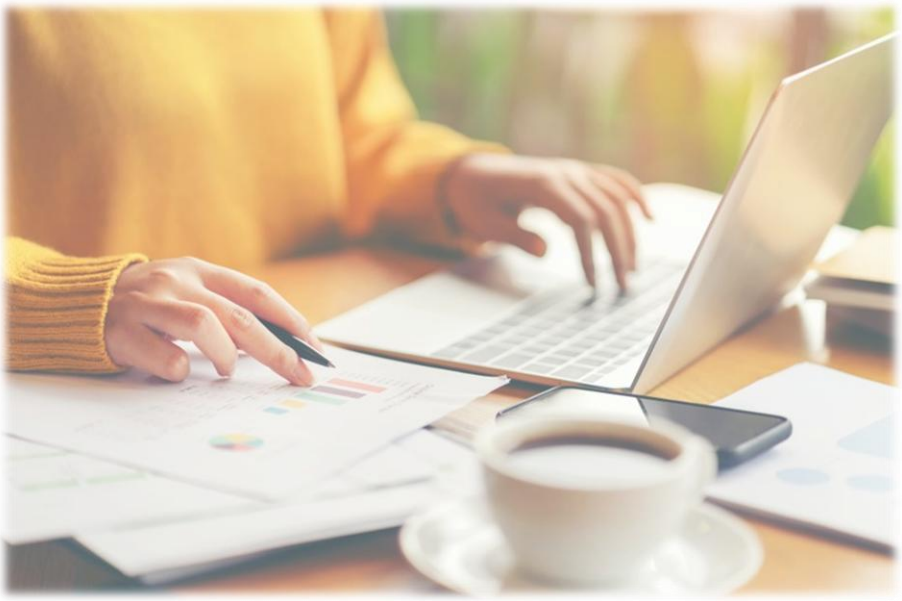
Interactive Workshop:
Establishing Effective Audit Workpapers

Course duration: 1 – 2 day / 7-14 CPE



Course Summary

Well-prepared audit workpapers provide the evidence **supporting audit findings, conclusions and recommendations**. They demonstrate what was tested, how the work was performed, what evidence was obtained and how the auditor reached the final conclusion. **Clear and structured workpapers** also facilitate supervisory review, quality assurance and the reconstruction of audit work by an independent reviewer.

This **practical course** explains how to **structure, prepare, cross-reference and review audit workpapers** throughout the audit engagement. Participants will learn how to document audit objectives, procedures, samples, evidence, exceptions and conclusions in a consistent and defensible manner. Practical examples illustrate common documentation weaknesses and how to improve the quality and efficiency of audit work.

Isabella Arndorfer, Renggstrasse 5, CH-6052 Hergiswil, Switzerland
+41 79 790 1515, info@ia-advisory.com www.ia-advisory.com

Content:

1. Purpose and Principles of Audit Workpapers
- Demonstrating the work performed and supporting audit conclusions
- Ensuring relevance, reliability, completeness and traceability
- Applying the principles of clarity, conciseness and consistency

2. Structuring the Audit Workpaper File
- Organising workpapers by audit objective, risk, process and test
- Establishing naming conventions, numbering and cross-references
- Linking workpapers to the audit programme and supporting evidence

3. Preparing Individual Workpapers
- Documenting objectives, scope, criteria, procedures and expected results
- Recording sources, populations, samples and testing performed
- Explaining results, exceptions and conclusions

4. Documenting Audit Evidence and Testing
- Referencing documents, system extracts, interviews and analytical results
- Recording sample selection, test results and supporting evidence
- Distinguishing factual evidence from auditor judgement and interpretation

5. Documenting Findings and Conclusions
- Linking evidence to findings, root causes, risks and recommendations
- Recording exceptions and assessing their significance
- Ensuring conclusions are supported by sufficient, relevant and reliable evidence

6. Reviewing, Finalising and Maintaining Workpapers
- Applying supervisory review and resolving review comments
- Identifying gaps, inconsistencies and insufficient documentation
- Managing version control, confidentiality, retention and access

Isabella Arndorfer, Renggstrasse 5, CH-6052 Hergiswil, Switzerland
+41 79 790 1515, info@ia-advisory.com www.ia-advisory.com

Learning objectives

- Explain the purpose and essential quality characteristics of effective audit workpapers.
- Structure an audit workpaper file using a consistent and traceable approach.
- Prepare individual workpapers that clearly document objectives, procedures, evidence and results.
- Document audit testing, sampling decisions, exceptions and supporting evidence appropriately.
- Link audit evidence to findings, risks, root causes and conclusions.
- Review and finalise workpapers to improve quality, consistency and readiness for supervisory review.

Who Should Attend

- Internal auditors at all levels
- Audit managers and team leaders
- New or aspiring internal auditors
- Risk and control professionals involved in control testing
- Compliance professionals performing assurance activities

Isabella Arndorfer, Renggstrasse 5, CH-6052 Hergiswil, Switzerland
+41 79 790 1515, info@ia-advisory.com www.ia-advisory.com

Instructor:



Isabella Arndorfer *(CIA, CCSA, CFSA, mediator) is an experienced Internal Audit and Governance specialist with more than 20 years of experience in the financial sector. She was working as Internal Audit Manager in the Internal Audit Department of the Bank for International Settlements (CH) and at the International Monetary Fund (US) from 2003 to 2023. She has led and conducted audits in the Banking Department, General Secretariat and Monetary and Economic Department, specialising in internal controls and corporate governance issues of financial institutions.*

She has lectured on internal audit and governance at central bank seminars across Asia and Europe, as well as at the University of St. Gallen, Switzerland. She regularly delivers lectures and training sessions for various IIA Chapters, including those in Germany, Austria, Slovenia, Cyprus and Greece, and for Risk.net, a specialist training and information platform for the financial services industry.

She holds a degree in Business Administration of the University of Economics in Vienna (Austria) and a Masters Degree of International Management from ESADE, Barcelona, Spain. She is a Certified Internal Auditor (CIA), a Certified Financial Services Auditor (CFSA) and holds a CCSA (Certificate of Control Self Assessment) from the Institute of Internal Audit (IIA), Florida, USA. In 2023, she founded the training platform www.cpetrainer.com and has been providing freelance consultancy services in audit, risk management, compliance, and governance through her company, www.ia-advisory.com.

Isabella Arndorfer, Renggstrasse 5, CH-6052 Hergiswil, Switzerland
+41 79 790 1515, info@ia-advisory.com www.ia-advisory.com