

Practice Inspection Quality Management Questionnaire

Firms who perform assurance engagements

P.I. No.:

An integral component of the practice inspection is the assessment of the firm's System of Quality Management (SoQM) in accordance with the CPA Canada Handbook - Canadian Standards on Quality Management. The accurate completion of this questionnaire will assist in this assessment. This is not a substitute for the requirement to document the design, implementation and operation of the firm's SoQM.

a. Describe or provide a reference to the documentation of the quality objectives that address the firm's governance and

In addition to the responses below, please provide documentation that supports your SoQM (e.g. Established quality objectives, assessed quality risks, policies and procedures).

Please note, the inspector may request additional information or documentation with respect to the firm's SoQM.

1.	Governance	and leadership	(CSQM 1 para.	20 - 23, 28, 34)
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individual(s) with operational responsibilities.

	leadership.
b.	Describe or provide a reference to the documentation of the quality risks related to governance and leadership (i.e., what could go wrong).
C.	Describe or provide a reference to the documentation of the firm's responses (policies and/or procedures) and how the firm's responses address the quality risks.
d	Provide the name of the individual with ultimate responsibility and accountability for the SoOM as well as any



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e.	Describe any complaints or allegations of non-compliance with professional standards, regulatory and legal requirements, or the firm's SoQM in the past year and how they were resolved.
f.	Describe any instances where the firm engaged a party to provide an external perspective on quality matters (e.g., independent network, external resources or consultants).
Rel o	vant Ethical Requirements (CSQM 1 para. 29, 34) Describe or provide a reference to the documentation of the quality objectives that address the fulfillment of responsibilities in accordance with relevant ethical requirements.
b.	Describe or provide a reference to the documentation of the quality risks related to relevant ethical requirements (i.e what could go wrong).

Describe or provide a reference to the documentation of the firm's responses (policies and/or procedures) and how the

firm's responses address the quality risks.



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d.	Describe any thre were resolved.	ats to complia	ance with ethical requi	rements that have been ide	entified in the past year and hov	w they
e.	Describe how the	firm supports	the reporting of conc	erns about ethical violation	ns or compliance with professio	nal
				whistleblower process, a c		
f. Have annual written confirmations of compliance with independence requirements been obtained from all required to be independent?						onnel
	Yes	No	N/A - no firm personi	nel		
	If yes, please prov CPA Ontario.	vide copies of	these confirmations. If	your office has more than	five staff, a selection will be pro	ovided by
g.	Describe the firm	's mechanisms	in place to prevent or	detect possible breaches	surrounding academic integrity	' .
Acc	eptance and Cont	inuance of Cli	ent Relationships and	Specific Engagements (C	SQM 1 para. 30, 34)	
a.	-		_		that address the acceptance and	٦
u.			ips and specific engag		indicadaress the acceptance and	.
b.	Describe or provi	de a reference	to the documentation	of the quality risks related	d to acceptance and continuanc	e of client

relationships and specific engagements (i.e., what could go wrong).



Describe or provide a reference to the documentation of the firm's responses (policies and/or procedures) and how the
firm's responses address the quality risks.

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4. Engagement Performance (CSQM 1 para. 31) a. Describe or provide a reference to the documentation of the quality objectives that address the performance of quality engagements. b. Describe or provide a reference to the documentation of the quality risks related to engagement performance (i.e., what could go wrong). Describe or provide a reference to the documentation of the firm's responses (policies and/or procedures) and how the firm's responses address the quality risks. d. Describe the firm's responses (policies and/or procedures) for when consultations on difficult or contentious matters are undertaken.



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e.	Describe the firm's responses (policies and/or procedures) for any differences of opinion within the engagement team with consultants or an engagement quality reviewer.
f.	Describe the firm's policy to complete the assembly of engagement documentation (e.g., no later than 60 days from the date of the engagement report).
g.	Describe how the firm evidences the assembly of engagements (e.g., use of forms or CaseWare lockdown feature).
Res	ources (Human, Technological, Intellectual and Service Providers) (CSQM 1 para. 32) Describe or provide a reference to the documentation of the quality objectives that address appropriately obtaining, developing, using, maintaining, allocating and assigning resources.

b. Describe or provide a reference to the documentation of the quality risks related to resources (i.e., what could go wrong).



firm's responses address the quality risks.

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C.	Describe or provide a reference to the documentation of the firm's responses (policies and/or procedures) and how the firm's responses address the quality risks.
d.	Describe how the firm ensures the quality of engagements is linked to rewards (e.g., remuneration, promotion, other incentives or consequences).
Info	ormation and Communication (CSQM 1 para. 33, 34)
a.	Describe or provide a reference to the documentation of the quality objectives that address obtaining, generating or using information regarding the SoQM, and communicating information within the firm and to external parties.
b.	Describe or provide a reference to the documentation of the quality risks related to information and communication (i.e., what could go wrong).
C.	Describe or provide a reference to the documentation of the firm's responses (policies and/or procedures) and how the



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Мо	itoring and Remediation Process (CSQM 1 para. 9, 35-56)
a.	Describe or provide a reference to the documentation of the firm's design, implementation including the operation of the monitoring and remediation process.
b.	Describe the firm's policy for the cyclical inspection of completed engagements and determination of which engagements and engagement partners to select. (Practice Inspection is not a substitute for the requirement that the firm conduct its own inspection of completed engagements).
c.	Has the firm included the cyclical inspection of completed engagements in its monitoring activities? Yes No
	If yes, date of last cyclical inspection of completed engagements (mm/dd/yyyy): / /
d.	Has the firm, at least annually, evaluated the SoQM and concluded whether the SoQM provides the firm with reasonable assurance that the objectives are being achieved? Yes No
	If yes, date of last annual evaluation (mm/dd/yyyy): / /
e.	Describe the competence, capabilities and objectivity of the individual(s) performing the monitoring activities.
f.	Describe how the firm evaluates any findings to determine whether deficiencies exist, including in the monitoring and remediation process.



Yes

No

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g.	Describe how the firm has designed and implemented any remedial actions to address identified deficiencies.
	Please provide documentation of the most recently completed cyclical inspection of completed engagements and annual evaluation of the SoQM.
Eng	gagement Quality Review (CSQM 1 para. 34, CSQM 2)
a.	Describe or provide a reference to the documentation of the quality risks related to engagement quality review (i.e., what could go wrong).
b.	Describe or provide a reference to the documentation of the firm's responses (policies and/or procedures) and how the
	firm's responses address the quality risks.
C.	Describe the firm's criteria for requiring that an engagement quality review be performed for an engagement.

d. Does the firm have any engagements which require an engagement quality review?

e. Describe the criteria for eligibility to be appointed as an engagement quality reviewer.



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9.	Reinspection - Complete this section only for reinspections.										
	a.	In response to reportable deficiencies identified in the previous practice inspection:									
		i.	Describe the cause(s).	firm's evaluati	on of the sev	rerity and p	ervasivenes	s of the defi	ciencies by ir	nvestigating	the root
		ii.	Describe how cause(s).	the firm desig	gned and imp	olemented	remedial ac	tions that are	e responsive	to the result	s of the roo
		iii.	Describe how	the firm evalu	uated the eff	ect of the c	deficiencies,	individually	and in aggre	gate, on the	SoQM.
		iv.	Describe how individuals.	the firm com	municated th	ne deficiend	cies and rem	nedial action:	s to engagen	nent teams a	and other
	b.		s the firm taken iciencies raisec Yes					deemed rele	vant to addr	essing the re	eportable
		If y	es, describe the	e professional	developmen	t course(s)	taken and k	by whom and	d provide evi	dence of att	endance.