

P.I. No.:

- 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.

4. Engagement Performance (CSQM 1 para. 31)

- a. Describe or provide a reference to the documentation of the quality risks related to engagement performance (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 responses (policies and/or procedures) for when consultations on difficult or contentious matters are undertaken.

- d. Describe the firm's responses (policies and/or procedures) for any differences of opinion within the engagement team or with consultants or an engagement quality reviewer.

P.I. No.:

e. 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).

f. Describe how the firm evidences the assembly of engagements (e.g., use of forms or CaseWare lockdown feature).

5. Resources (Human, Technological, Intellectual and Service Providers) (CSQM 1 para. 32)

a. Describe or provide a reference to the documentation of the quality risks related to resources (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.

6. Information and Communication (CSQM 1 para. 33, 34)

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



P.I. No.:

- 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.

7. Monitoring 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 N/A

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 N/A

If yes, date of last annual evaluation (mm/dd/yyyy): / /

P.I. No.:

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?

Yes No

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

9. Reinspection - Complete this section only for reinspections.

a. In response to reportable deficiencies identified in the previous practice inspection:

i. Describe the firm's evaluation of the severity and pervasiveness of the deficiencies by investigating the root cause(s).

ii. Describe how the firm designed and implemented remedial actions that are responsive to the results of the root cause(s).

iii. Describe how the firm evaluated the effect of the deficiencies, individually and in aggregate, on the SoQM.



Chartered Professional Accountants of Ontario
130 King Street West Suite 3400
PO Box 358
Toronto ON M5X 1E1
T. 416 962.1841 Toll free 1 800 387.0735
cpaontario.ca

P.I. No.:

iv. Describe how the firm communicated the deficiencies and remedial actions to engagement teams and other individuals.

b. Has the firm taken mandatory professional development course(s) deemed relevant to addressing the reportable deficiencies raised on the previous practice inspection?

Yes No N/A

If yes, describe the professional development course(s) taken and by whom and provide evidence of attendance.