



	Reviewer Step by Step Guide	Yes/No
1.	Notification of allocated reviews received.	
2.	Advise CPA Australia within 14 days of receipt of notification if unable to undertake quality review	
3.	Contact member to arrange planning meeting (within one month of selection letter) a) Advise member GQCQ is to be completed and that PPQ previously completed be sent to reviewer prior to planning meeting. b) Advise member that documented risk management (RMS 1) policy and quality control manual in accordance with APES 320 are to be available at planning meeting	
4.	Completed copy of PPQ received	
5.	Completed copy of <i>General Quality Control Questionnaire</i> received	
6.	Attend planning meeting (this may be by telephone): ➤ Discuss <i>Practice Profile Questionnaire</i> . ➤ Select list of client files to be reviewed. ➤ Finalise number and type of clients to be reviewed for clients other than audit and corporate secretarial clients. ➤ Finalise dates and review and exit conference. ➤ Discuss <i>General Quality Control Questionnaire</i> ➤ Discuss risk management (RMS 1) policy and Quality control manual (APES 320)	
7.	Complete planning document and forward to CPA Australia within 7 days of planning meeting being conducted.	
8.	Awaiting notification from CPA Australia that signed engagement letter has been received.	
9.	Facilitate review.	
10.	Attend exit conference. ➤ Discuss and explain to member the findings of the review. ➤ Copy of exit minutes to remain with member at exit conference	
11.	Prepare the <i>Review Report</i>	
12.	Forward <i>Review Report</i> and <i>Evaluation of Review Form</i> to the member within 7 days of undertaking quality review.	
13.	Forward Advice of Review Completion Documents to CPA Australia within 7 days of undertaking quality review.	
14.	Forward Working Paper File with copy of Review report signed by reviewer, tax invoice and Advice of Review Completion Documents within 7 days of undertaking quality review. <i>Please note that if the working paper file does not contain a copy of Review report and tax invoice the file is considered incomplete and will be return to reviewer.</i>	

Reviewer Name

Reviewer Signature

Date