INTERNAL AUDIT ENTRY MEETING AGENDA

Auditee / audit client: Human Department
Audit: Annual Human resource Audit
Date & Time: October 24, 2025 | 10.00am
Venue: Head Office | Human Resource Department

#	Matters for discussion	Responsibility
1	Prayer	Human Resource Officer
2	Welcome and introduction remarks	Head of Internal Audit
3	Brief on the general information by the audit client • Structure of the HR Department • Key strategies • Key business activities • Brief walk through in the processes of Human Resource Department / function • Brief on the Department's KPIs and monitoring the same • Significant changes in the system/process during the last 12 months • New policies, procedures, and regulations • Changes in key staff	Head of Human Resource
4	Internal Audit Approach: • Purpose of the Audit • Audit objective • Audit scope (Activities to audit and time period) • Overview of the phases of the Internal Audit process.	Head of Internal Audit / Internal Audit Officer
5	Key contacts for the audit: • Identification of key audit client staff • Introduction of the Internal Audit Team	Head of Human Resource & Head of Internal Audit
6	Information to be provided by the audit client • Availability of information requested (through the planning memo or through subsequent means e.g. e-mails, information request memos etc.) • Availability of audit client key staff	Head of Human Resource & Head of Internal Audit
7	Key risks, relevant to the area being audited • Any changes to the risks register after the annual risk assessment	Head of Human Resource
8	Additional expectations or concerns that management may have about the audit	Head of Human Resource

9	Other matters	Head of Human Resource & Head of Internal Audit
10	Closing	Internal Audit Manager

The Head of Internal Audit to make appropriate amendments to the agenda items