

Organization Name
Internal Audit Date: _____

√	ANSI Std	Item	Location
	3.1, 4.1	Copy of all Client Contracts are available	
	3.6	Confirm that Client contract addresses client and AMC –intellectual property rights regarding materials and software systems, and that client understands who owns what (not just the contract signer, but current leadership).	
	4.1.2, 9.2	List of professional educational events client team members have attended in the last 12 months	
	4.1.2, 9.2	List of client team members’ education level, professional certifications, memberships and/or unique experience	
	4.1.7, 5.0	Copy of most recent Client Satisfaction survey (with results)	
	4.3, 4.4	Copies of agendas, minutes or action items from regular client team meetings (previous 6 months)	
	4.4, 4.5	Notes/minutes from CRO meetings/calls with client volunteer leader from previous 12 months	
	4.7	AMC must have written social media policies for AMC and clients	
	6.5	Evidence of sharing with your client the policy that (your company) does not receive any commissions, finder’s fees, or other potential revenue related to client work	
	6.6	Previous year’s third-party financial audit	
	6.6, 7.0	Current client insurance policies - if not, Board refusal must be in the minutes.	
	4.1.2, 8.1	Current job descriptions for all client team members	
	8.2	Agendas/notes from any exit interview conducted with any team member(s) who left during previous 12 months	
	9.1	Copies of current Professional Development Plans for all eligible client team members	
	10	List of current third-party vendors or suppliers providing services to your client (what service they provide, how long they have been providing it)	
	10.1-10.2	Copy of the RFP developed and used to purchase any new product or service from a third-party vendor or supplier during previous 12 months	
	10.3	Copy of any document produced to analyze/recommend to your client the selection of the appropriate third-party vendor or supplier based on responses to the RFP	

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	10.6	Confirm contract includes language on conflict of interest disclosure.	
	11	Evidence that client's document retention policy has been shared with your team and the client board, and includes electronic records as well.	
	11.2	Inventory of items in long term storage	