### TEAM AGREEMENT

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| **Auditee:** |  | **Reviewed by:** | **Name** | **Rank** | **Date** |
| **Period end:** |  | **Level 1** |  |  |  |
| **Prepared by:** |  | **Level 2** |  |  |  |
| **Rank:** |  | **Level 3** |  |  |  |
| **Date:** |  |  |  |  |  |

**ASSIGNMENT OF RESPONSIBILITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Working papers** | **Insert auditor’s name responsible for** | | **Dates for finalisation** | |
| **Completing** | **Reviewing** | **Completed by** | **Reviewed by** |
| *Code of ethics declaration* |  |  |  |  |
| *Competency matrix* |  |  |  |  |
| *[Insert all other working papers]* |  |  |  |  |
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**AGREEMENT OF TEAM MEMBERS**

I understand the extent of tasks assigned to me relating to this audit in this document. I also took note of the timeframe I was given to complete the tasks.

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| **Name of team member** | **Rank** | **Signature of team member** |
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