



A-24 - Control testing and corrective action pack

Procedure and registers

Sample: content redacted beyond Purpose and scope.



1. Document control

[REDACTED SAMPLE CONTENT]

1.1. Change log

[REDACTED SAMPLE CONTENT]



2. Purpose and scope

This pack defines how controls are tested, how results are recorded, and how corrective actions are tracked to closure and reported to management.

2.1. Scope

Testing of claims (C-IDs) and key control areas on a quarterly cycle (or as defined).
Corrective actions arising from testing, incidents, or audits.
Management reporting of testing outcomes and open actions.

Remaining sections are redacted in this shareable sample.

3. Roles and responsibilities

[REDACTED SAMPLE CONTENT]

3.1. Compliance Programme Lead (Owner)

[REDACTED SAMPLE CONTENT]

3.2. Control Owners

[REDACTED SAMPLE CONTENT]

3.3. Delivery Lead (Approver)

[REDACTED SAMPLE CONTENT]

3.4. Management Body Representative

[REDACTED SAMPLE CONTENT]



4. Policy or procedure statements

[REDACTED SAMPLE CONTENT]



5. Operating steps / controls

[REDACTED SAMPLE CONTENT]

5.1. Quarterly testing cycle

[REDACTED SAMPLE CONTENT]

5.2. Corrective action management

[REDACTED SAMPLE CONTENT]



6. Evidence and record keeping

[REDACTED SAMPLE CONTENT]

6.1. Evidence expectations

[REDACTED SAMPLE CONTENT]

6.2. Records to retain

[REDACTED SAMPLE CONTENT]



7. Exceptions and escalation

[REDACTED SAMPLE CONTENT]

7.1. Escalation path

[REDACTED SAMPLE CONTENT]



8. Attachments (included in pack)

[REDACTED SAMPLE CONTENT]