

5. Inspection Procedures (pre-inspection, inspection, and post-inspection activities)

- Inspection strategy (type, scope, scheduling, focus of inspection, notification of inspections, risk based inspections)
- Pre-inspection preparation/requirements
- Format and content of inspection reports (including support tools e.g. hardware)
- Inspection methodology (access to and review of firm's files and databases, collection of evidence, data review, sample collection, interviews)
- Standard Operating Procedures (SOPs) for inspection
- Post-inspection activities (procedures for report issuance, follow-up, decision making)
- Storage of inspection data

6. Inspection Performance Standards

- Frequency/number of inspections, quality and timeliness of inspection reports, norms/frequency/procedures for re-inspection and corrective action