

Specification of Competency Standards of the Insurance Industry

**Unit of Competency**

**Functional Area: Legal & Compliance**

|                     |   |
|---------------------|---|
| Title               | Produce audit reports   |
| Code                | 105520L4  |
| Range               | This unit of competency is applicable to those who are responsible for producing audit reports. It involves generating, maintaining and analyzing audit reports.  |
| Level               | 4   |
| Credit              | 3 (for reference only)  |
| Competency          | <p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Possess knowledge in audit procedures <ul style="list-style-type: none"> <li>• Understand regulatory requirements in respect of the insurance industry, including all of the relevant ordinances and statutory regulations; guidance notes and circulars issued by the regulators; industry standards, guidelines and codes of practice issued by industry bodies</li> <li>• Comprehend audit system</li> <li>• Familiar with operations of different business units</li> <li>• Comprehend audit operation work flow</li> <li>• Understand corporate risk management strategy</li> </ul> </li> <li>2. Produce audit reports <ul style="list-style-type: none"> <li>• Maintain audit reports according to audit system</li> <li>• Produce consolidated reports for performance improvement purposes</li> <li>• Analyze audit reports to evaluate conformance performance</li> <li>• Analyze audit reports to identify repeated occurrence of non-conformance activities</li> <li>• Analyze audit reports to reveal potential emergence of new risks</li> <li>• Identify operational areas required to be improved</li> <li>• Provide recommendations for operational areas required to be improved</li> </ul> </li> <li>3. Manage audit reports in accordance with company procedure <ul style="list-style-type: none"> <li>• Produce consolidated audit reports for performance evaluation in accordance to audit system</li> <li>• Identify non-compliance activities and potential risks</li> <li>• Provide recommendations for operational areas required to be improved.</li> </ul> </li> </ol> |
| Assessment Criteria | <p>The integral outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to develop audit reports in accordance with audit system</li> <li>• Able to analyze audit reports to for conformance and non-conformance reports</li> <li>• Able to identify and adjust weakness in business operations.</li> </ul>  |
| Remark              | This unit of competency is also applicable to general insurers, life insurers and broker.   |