Section 3300

AICPA Peer Review Program

Report Acceptance Body

Handbook

Eleventh Edition

Effective for Peer Reviews Commencing on or After January 1, 2009.
AICPA PEER REVIEW PROGRAM
RAB HANDBOOK
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INTRODUCTION

Purpose
The AICPA Peer Review Program Report Acceptance Body Handbook (RAB handbook) contains guidance developed by the AICPA Peer Review Board (board) to be used by administrators, administering entities peer review committees (committees), report acceptance bodies (RABs), technical reviewers, and reviewers. This handbook should be used in conjunction with the AICPA Standards for Performing and Reporting on Peer Reviews (standards), interpretations, other guidance, the AICPA Peer Review Program Administrative Manual, and the AICPA Peer Review Program Oversight Handbook. This handbook has been approved by the board and should be relied upon as guidance for the topics it covers.

Objectives
The objective of the RAB handbook is to provide guidance to committees, RABs, technical reviewers, and reviewers about their roles and responsibilities regarding the administration, acceptance, and completion of peer reviews.

Content and Use
The first two chapters focus on the qualifications and responsibilities of the administering entity peer review committee (chapter 1) and technical reviewers (chapter 2).

Chapter 3 explains the report acceptance process, beginning with preparing for the RAB meeting and outlining the items which must be considered for all reviews. The specific considerations concerning objectives; discussion of the engagement selection process; and evaluation and acceptance of reviews, including considerations of when and what type of corrective action(s) or implementation plans might be required are covered in chapter 4 (System Reviews) and chapter 5 (Engagement Reviews). Chapter 6 contains guidance for monitoring corrective action(s), determining when to require additional corrective actions when actions previously requested of the firm have been completed, and how to proceed when a firm cannot complete the required corrective action(s) or refuses to cooperate.

Chapter 7 discusses when and how to handle consultations and disagreements that may arise during the peer review process among the reviewed firm, reviewer, and administering entity. Chapter 8 explains the reviewer performance evaluation process and how to handle reviewer noncooperation matters.

The RAB handbook guidance does not contain all the standards and interpretations but references key sections to assist in the implementation of guidance and its understanding by committees, RABs, technical reviewers, and reviewers. Administering entities are expected to use the RAB handbook to ensure that their administration of the AICPA Peer Review Program (program) complies with the standards and interpretations.
CHAPTER 1

Formation, Qualifications, and Responsibilities of
The Administering Entity Peer Review Committee
and Report Acceptance Bodies

I. Formation

An administering entity appoints a peer review committee to oversee the administration, acceptance, and completion of peer reviews. The committee may decide to delegate a portion of the report acceptance function to report acceptance bodies (RABs), whose members are not required to be, but may be, members of the committee as well (sec. 3100, Standards for Performing and Reporting on Peer Reviews, par. .132). It is recommended that the administering entity document its committee and RAB structure and relationship.

The board prohibits the following individuals from serving on a committee or RAB:

- A member of an AICPA ethics committee
- A member of any state board of accountancy or other regulatory agency
- An individual performing enforcement related work for any of the prior mentioned

II. Qualifications of Committee or RAB Members

Members of a committee or a RAB must meet minimum qualification requirements as prescribed in the standards and interpretations.

A. Committee Members

A majority of the peer review committee members and the chairperson charged with the overall responsibility for administering the program at the administering entity should possess the qualifications required of a team captain in a System Review. (See B.4 in the following text.) (Interpretation No. 132-1 of par. .132 in PRP sec. 1000, Standards for Performing and Reporting on Peer Reviews [PRP sec. 2000]).

A RAB member who is suspended or restricted from scheduling or performing peer reviews no longer meets the qualifications until such suspension or restriction is removed. Reinstatement as a RAB member would be at the discretion of the administering entity (AE) or committee

B. RAB Members

1. Each member of an administering entity’s report acceptance body charged with the responsibility for acceptance of peer reviews should (Interpretation No. 132-1)

   a. be currently active in public practice at a supervisory level in the accounting or auditing function of a firm enrolled in the program, as a partner of the firm, or as a manager or person with equivalent supervisory responsibilities. To be considered currently active in the accounting or auditing function, a reviewer should be presently involved in the accounting or auditing practice of a firm supervising one or more of the firm’s accounting or auditing engagements or carrying out a quality control function on the firm’s accounting or auditing engagements (Interpretation No. 132-1a).

   b. be associated with a firm (or all firms, if associated with more than one firm) that has received a report with a peer review rating of pass on its most recently accepted System or Engagement Review that was accepted timely, ordinarily within the last three years and six months (Interpretation No. 132-1b).

   If a committee member’s firm’s most recent review was a report review, then the member is not eligible to be charged with the responsibility for acceptance of a peer review (sec. 1000 par. .31c, footnote 7).

   c. if the member is from a firm that is a provider of quality control materials (QCM) or is affiliated with a provider of QCM and is required to have a QCM review under the standards, be associated with a provider firm or affiliated entity that has received a QCM report with a review rating of
pass for its most recent QCM review that was submitted timely, ordinarily within six months of the provider’s year-end.

d. demonstrate proficiency in the standards, interpretations, and guidance of the program by completing training that meets the team captain training requirements established by the board within three years prior to serving on the committee or during the first year of service on the committee.\(^1\) The peer review training and the criteria for demonstrating proficiency in the standards, interpretations, and guidance of the program is established from time to time by the board. Those criteria are located on the Peer Review page of the AICPA website. (Interpretation No. 132-1c).

e. at least one member of the RAB considering a peer review that includes (1) engagements performed under Government Auditing Standards (GAS, also known as the Yellow Book) including engagements performed subject to OMB Circular A-133 (also known as Single Audits), (2) audits of employee benefit plans conducted pursuant to the Employee Retirement Income Security Act of 1974 (ERISA), (3) audits of a federally insured depository institution (FDICIA) having total assets of $500 million or greater at the beginning of its fiscal year, (4) audits of carrying broker-dealers or (5) examinations of service organizations (SOC 1 and SOC 2 engagements) must have current experience in such engagements or a national RAB consultant with the applicable experience may be utilized.

2. The committee and RABs should have broad industry knowledge in the specialized industries served by firms whose reviews are under consideration. However, it is unnecessary for all committee or RAB members considering such firms’ reviews to have knowledge in these specialized industries.

3. A majority of the RAB members and the chairperson charged with the responsibility for acceptance of System Reviews should possess the qualifications required of a System Review team captain. (Interpretation No. 132-1).

A RAB member who is suspended or restricted from scheduling or performing peer reviews no longer meets the qualifications until such suspension or restriction is removed. Reinstatement as a RAB member would be at the discretion of the AE or committee.

In addition to adhering to the general requirements to be a peer reviewer, a System Review team captain must (1) be a partner, (2) complete the initial training requirements for a team captain, and (3) maintain qualifications by participating in eight hours of continuing professional education in peer review training within three years prior to the commencement of a review.

C. National RAB List

A national list of consultants will be maintained by the AICPA, so that the administering entity has an available pool of consultants with GAS, ERISA, FDICIA, carrying broker-dealer, and SOC 1 and SOC 2 engagements experience to call upon in the instance when it does not have an experienced RAB member to consider the review of a firm when circumstances warrant (see the preceding (B)(2)) The national RAB consultant would not necessarily have to physically participate in the RAB meeting (teleconference option). The national RAB consultant will not be eligible to vote on the acceptance of a review. Determination that a review requires a national RAB consultant should be made prior to assigning the review to a RAB. The national RAB consultant would have to meet the following qualifications for RAB participation:

1. Currently active in public practice at a supervisory level in the accounting or auditing function of a firm enrolled in the program, as a partner of the firm, or as a manager or person with equivalent supervisory responsibilities. To be considered currently active, a consultant should be presently involved in the supervision of one or more of his or her firm’s accounting or auditing engagements or carrying out a quality control function on the firm’s accounting or auditing engagements. To be considered a consultant on GAS, ERISA, FDICIA, carrying broker-dealer, or SOC 1 or SOC 2 engagements, the current activity must include the respective industry asked to consult upon.

\(^1\) (See Interpretation No. 33-1).
2. Associated with a firm (or all firms, if associated with more than one firm) that has received a report with a peer review rating of pass on its most recently accepted System Review that was accepted timely, ordinarily within the last three years and six months.

3. Not associated with an engagement that was deemed not performed in accordance with professional standards on the consultant’s firm’s most recently accepted System Review.

4. To be considered a consultant on SOC 1 or SOC 2 engagements:
   a. Possess current knowledge of professional standards applicable to SOC 1 or SOC 2 examinations, including Type 1 and Type 2 reports, qualified and unqualified reports, carve in or carve out engagements, and engagements with and without relevant user entity controls.
   b. Have at least five years of recent experience in the practice of public accounting with a minimum of 500 hours of SAS 70/SOC 1 or SysTrust/SOC 2 examinations.
   c. Have provided the administering entity with information that accurately reflects the qualifications of the specialist, which is updated on a timely basis.

III. Responsibilities of the Committee, RAB, and Committee Chair

Overall General Responsibilities of the Committee
The peer review committee has the responsibility to oversee the program administered by its administering entity. That includes, but is not limited to, the following:

A. Oversee the peer reviews administered and performed in that state or in other states it has agreed to administer.

B. Establish procedures to ensure consistent application of the standards, interpretations, and other guidance related to overdue reviews, corrective actions, and plans to implement or complete corrective actions. The committee should periodically receive current statistical and other information on these matters from the administering entity staff.

C. Establish a comprehensive and written oversight program to ensure the program is performed in accordance with standards and guidance issued by the board. Administering entities are required to submit their oversight policies and procedures to the board on an annual basis. In conjunction with the administering entity personnel, the peer review committee establishes oversight policies and procedures that at least meet the minimum requirements established by the board. The AICPA Peer Review Program Oversight Handbook contains a detailed discussion of the minimum oversight requirements and the entire oversight process.

D. Review the adequacy of the back-up plan for key individuals (administrators and technical reviewers) involved in the administration of the program.

E. Refer instances of noncooperation and disagreements between the committee and peer review teams or reviewed firms to the board. Only the committee will be responsible for determining whether a disagreement exists that cannot be resolved and, as a result, the matter should be referred to the board.

F. Act upon requests from firms for changes in the timing and year-ends of their reviews.

G. Appoint persons to serve on committees and task forces as necessary to carry out its functions.

H. Monitor reviews that should have been performed but have not commenced or been finished, those in process not yet presented to the committee or RAB, and those that have been presented to the committee or RAB that have overdue corrective actions or otherwise where the firm may not be cooperating with the committee.

I. Monitor the reviewers performing reviews within their jurisdiction. This includes identifying when a reviewer is not fulfilling qualifications and all reviewer responsibilities in the performance of reviews. If the reviewer fails to maintain qualifications or responsibilities, the committee has the duty to determine if corrective actions or restrictions should be placed upon the reviewer.
J. Monitor performance of reviewers that have corrective actions or restrictions to determine if such actions or restrictions should be lifted or modified. If no improvement or lack of cooperation is evident, the committee should request the board consider placing a national restriction or some other action on the reviewer.

K. Establish procedures that ensure fair procedures for reviewers that have disagreements with the administering entity.

L. Recommend to the Executive Committee (Board of Directors) of the administering entity policies governing the administration of the peer review program.

M. Evaluate the qualifications and competencies of the technical reviewers on an annual basis. Chapter 2, exhibit 2-1 contains an evaluation form which may be used and is designed to give technical reviewers positive and constructive feedback.

Responsibility for Reviews Performed by Reviewers or Firms That Have Been Limited or Restricted

AEs and their peer review committees (PRCs) have a professional responsibility to ensure that reviews are being performed by qualified peer reviewers and reviewing firms and that they are addressing public interest concerns when considering any peer review documents for acceptance where the peer reviewer or reviewing firm has had a limitation or restriction placed. AEs and their PRCs will rely on various sources for information on limitations or restrictions that have been imposed, including the peer reviewer or reviewing firm’s own professional responsibility in accordance with the AICPA Peer Review Program’s Standards and Interpretations to inform the AICPA technical staff of such communications or notifications.

Report Acceptance Responsibilities

It is ultimately the committee’s responsibility to ensure that it (or a RAB on its behalf) considers the results of peer reviews it administers that are undertaken to meet the requirements of the program (sec. 1000 par. .132). RABs should periodically report their decisions regarding acceptance and related conclusions to the committee.

RABs should be structured such that they may refer difficult or problem reviews to the committee for acceptance or concurrence, or both.

The committee’s report acceptance body’s responsibilities include, but are not limited to the following (sec. 1000 par. .133):

A. Ensure that peer reviews are presented to a RAB in a timely manner, ordinarily within 120 days of the later of (1) receipt of the working papers and peer review report from the team captain or review captain or (2) if applicable, the report with a peer review rating of pass with deficiencies or fail and the related letter of response from the reviewed firm, or within 60 days for Engagement Reviews meeting certain criteria (see chapter 2, section V.B) (sec. 1000 par. .133a).

B. Consider whether the review has been performed in accordance with the standards, interpretations, and related guidance materials (sec. 1000 par. .133b).

C. Consider whether the report and the response thereto, if applicable, are in accordance with the standards, interpretations, and related guidance materials, including an evaluation of the adequacy of the corrective actions the reviewed firm has represented that it has taken or will take in its letter of response, if any (sec. 1000 par. .133c).

D. Determine whether it should require any remedial, corrective actions related to the deficiencies or significant deficiencies noted in the peer review report, in addition to those described by the reviewed firm in its letter of response. Examples of such corrective actions include, but are not limited to, requiring certain individuals to obtain specified kinds and specified amounts of continuing professional education (CPE), requiring the firm to carry out comprehensive monitoring procedures, or requiring the firm to engage another CPA to perform pre-issuance or post-issuance reviews of financial statements, reports, and accounting and audit documentation to attempt to strengthen the performance of the firm’s personnel (sec. 1000 par. .133d).
E. In relation to Finding for Further Consideration (FFC)
   1. consider whether FFC (and associated Matter for Further Consideration [MFC] and Disposition of Matter for Further Consideration [DMFC]) forms are prepared in accordance with the standards, interpretations, and related guidance materials, including whether the findings addressed on the FFC forms should have been included in a report with a peer review rating of pass with deficiencies or fail (sec. 1000 par. .133e1).
   2. determine the adequacy of the plan the reviewed firm has represented it has implemented or will implement in its response on the FFC form(s) (sec. 1000 par. .133e2).
   3. determine whether it should require an implementation plan in addition to or as an affirmation of the plan described by the reviewed firm in its response to findings on the FFC form(s) (sec. 1000 par. .133e3).

F. Ensure that all corrective actions related to deficiencies or significant deficiencies in the peer review report and all implementation plans related to findings on FFC forms have been completed to the satisfaction of the committee (sec. 1000 par. .133f).

G. Ensure that all firms within its jurisdiction have timely peer reviews and keep track of the timing of the completion of corrective actions and plans to implement corrective actions by all firms for which the committee has required corrective actions, including those that are overdue (sec. 1000 par. .133g).

**Peer Review Committee Chair Responsibilities**

The committee chair has overall responsibility to ensure the administering entity adheres to all of the responsibilities previously outlined. The chair should

A. consult with the staff (including AICPA staff) and committee members, as needed.

B. stimulate group thinking, encourage and channel discussions in a productive direction, weigh the value of expressed ideas and suggestions, summarize constructive suggestions, seek out decisions, avoid situations where one or two people dominate the discussion inappropriately, and keep committee meetings on target and within reasonable time limits.

C. ensure that accurate meeting minutes are kept, necessary reports prepared, and a record of committee work maintained, and keep informed of the progress of committee assignments.

D. recommend appropriate members for appointment to the committee; select appropriate committee members to serve on RABs, subcommittees, and task forces; and motivate them toward active and productive involvement in committee activities.

E. continually review and evaluate the committee’s program, the progress being made on activities, and the contributions of individual committee members and the technical reviewer(s) to the committee’s work.

F. be a consultant or mentor to reviewers and firms undergoing review.

G. review the comments received from the AICPA Peer Review Board Oversight Task Force on reviews selected for oversight by AICPA staff. Communicate the comments to the committee, technical reviewers, administrators, oversight reviewer (if applicable), and team captain or review captain where appropriate. A procedure to review and properly act upon each comment should be developed. The comments may be used by the administering entity in monitoring performance and consideration should be given to sending appropriate feedback to the team captain or review captain and technical reviewer.

**IV. Guidance Materials for the AICPA Peer Review Program**

The activities of the committee and RABs should be carried out in accordance with administrative procedures and guidance issued by the board (sec. 1000 par. .132). In order to assist committee and RAB members in adhering to the guidance, they should have access to the applicable and appropriate materials to carry out their responsibilities.
A. **AICPA Peer Review Program Manual**
   The current standards, interpretations, guidelines, peer review checklists, and other guidance materials developed by the board for the administration, performance, and reporting the results of peer reviews are contained in the *AICPA Peer Review Program Manual*.

B. **AICPA Peer Review Program Report Acceptance Body Handbook**
   The *AICPA Peer Review Program Report Acceptance Handbook* should be used by committees, RABs, technical reviewers, and administrators in the administration, acceptance, and completion of peer reviews. The manual is updated as necessary and is included as section 3300 of the *AICPA Peer Review Program Manual*.

C. **AICPA Peer Review Website**
   Additional guidance (such as Peer Review Alerts) that should be considered by reviewers and administering entities also appears on the AICPA peer review website at www.aicpa.org/InterestAreas/PeerReview/Pages/PeerReviewHome.aspx.

D. **AICPA Peer Review Program Administrative Manual**
   The *AICPA Peer Review Program Administrative Manual* should be used as guidance and a reference tool for those administering the program. The manual is updated as necessary and made available to approved administering entities and located on the AICPA SharePoint extranet.

E. **AICPA Peer Review Program Oversight Handbook**
   The *AICPA Peer Review Program Oversight Handbook* should be used as guidance and a reference tool related to the oversight procedures performed on the program. The manual is updated as necessary and made available to approved administering entities and located on the AICPA SharePoint extranet.

F. **Annual Report on Oversight**
   The AICPA Peer Review Board Oversight Task Force issues an *Annual Report on Oversight*. The purpose of the report is to provide a general overview; past and current statistics and information; the results of the various oversight procedures performed on the program; and to conclude on whether the objectives of the board’s oversight process were met. The report is available on the AICPA website.

G. **Reviewer Monitoring Report**
   The AICPA staff maintains a reviewer monitoring report that includes all reviewers with open or closed restrictions. Annually, the administering entities are requested to review the report to determine if a reviewer’s name should be removed (for reviewers whose name was placed on the report at the administering entity’s request). See chapter 8, section VII for further information regarding the purpose and use of the reviewer monitoring report. This report is made available to approved administering entities and located on the AICPA SharePoint extranet.

V. **Independence and Confidentiality**

   Independence, in fact and in appearance, should be maintained with respect to the reviewed firm by a reviewing firm, by review team members, and by any other individuals who participate in or are associated with the review (sec. 1000 par. .21). Committee or RAB members may not participate in any discussion or have any vote with respect to a reviewed firm if the member lacks independence or has a conflict of interest with the reviewing firm, the reviewer, or the reviewed firm (sec. 1000 par. .132).

   Each member appointed to serve on a committee or RAB is obligated to adhere to the AICPA Peer Review Program’s confidentiality requirements set forth in the section of the AICPA Code of Professional Conduct Rule 301, *Confidential Client Information* (AICPA, *Professional Standards*, ET sec. 301).

   **A. Confidentiality Requirements**

   Except as discussed in B. in the following text, information concerning the reviewed firm or any of its clients or personnel obtained as a consequence of the review is confidential. Such information should not be disclosed, except as required by law, by review team members, or by administering entities to anyone not involved in performing the review, or administering or carrying out the program, or used in any way not related to meeting the objectives of the program (sec. 1000 par. .20).
B. Publicizing Peer Review Information

Neither the administering entity nor the AICPA shall make the results of the review available to the public, except as authorized or permitted by the firm under certain circumstances. The administering entity and the AICPA may disclose the following information (sec. 1000 par. .146):

1. The firm’s name and address (sec. 1000 par. .146a)
2. The firm’s enrollment in the program (sec. 1000 par. .146b)
3. The date of acceptance and the period covered by the firm’s most recently accepted peer review (sec. 1000 par. .146c)
4. If applicable, whether the firm’s enrollment in the program has been dropped or terminated (sec. 1000 par. .146d)

Peer Reviews That Are in Process

In order to renew its CPA license or equivalent, firms are sometimes required to submit certain accepted peer review results to their respective state boards of accountancy (SBOA) or simply acknowledge for their SBOAs that its most recent review was accepted or completed. However, there are occasions that at the time of the license renewal due date, a firm’s peer review has not yet been accepted or completed. Rather than the SBOA not renewing a firm’s license, the SBOA will usually be satisfied if the administering entity can affirm for the SBOA that the firm’s peer review is in certain stages of the process.

To facilitate the license renewal and only with a written request from an authorized representative from the reviewed firm, the reviewed firm may grant permission to the administering entity to inform specified SBOAs that its peer review “is in process” or more specifically is in any one of the following stages of the process.

1. The scheduling of the peer review is reflected in the computer system.
2. The peer reviewer’s working papers have been received by the administering entity.
3. We anticipate the peer review being presented at a peer review committee meeting in the near future.
4. The peer review has just been accepted by the peer review committee.

If an administering entity is considering including any other information in the letter, it must contact AICPA staff prior to any communication with the SBOAs.

C. Confidentiality Statement

An administering entity should annually request the members of its peer review committee and RABs to sign a statement acknowledging their appointment and the responsibilities and obligations that are entailed (exhibit 1-1).

D. Storage of Confidential Materials

Committee and RAB members must file or temporarily maintain confidential materials in a secure and separate location from the firm’s general office files. On a quarterly basis, these files should be reviewed and old documents destroyed in a method that ensures confidentiality.

E. Transmitting Confidential Materials

Each administering entity should adopt procedures for mailing or sending (that is, via the Internet) information to committee and RAB members ensuring confidentiality.

These procedures may specify that

1. no materials of a confidential nature may be faxed between staff and committee and RAB members unless arrangements are made to ensure confidentiality. Some examples of confidential materials include committee or RAB meeting minutes, working papers, and various letters and reports that may discuss the status of a review.
2. all confidential materials sent, other than those transmitted electronically through a secure website, to committee and RAB members will be so marked on the first page of the document.

3. envelopes containing confidential materials for committee and RAB members will be marked “Personal & Confidential.” The committee and RAB members should instruct their staff not to open these materials or the staff will be bound by the same confidentiality requirements as the committee and RAB member.

4. all confidential materials that are made available to committee and RAB members in electronic format should provide for a security system or some other means to ensure that only committee and RAB members will be able to access confidential information.

VI. Conflicts of Interest

Committee and RAB members may not participate in any discussion or have any vote with respect to a reviewed firm if the member lacks independence or has a conflict of interest with the reviewing firm, the reviewer, or the reviewed firm (sec. 1000 par. .132). Conflict of interest applies to the firm being reviewed and the reviewer performing the review including his or her firm. Examples of conflicts of interest include the following situations:

A. The committee or RAB member’s firm performed the most recent or immediately preceding peer review of the affected firm.

B. The committee or RAB member served on the review team that performed the most recent or immediately preceding peer review of the affected firm.

C. The committee or RAB member believes he or she could not be impartial or objective.

D. The committee or RAB member’s independence is impaired due to criteria established in Interpretation No. 21-1 of the standards.

If an individual performs oversight on a peer review at a committee request, that individual will be allowed to participate in or be present during any discussion related to acceptance of the peer review of the firm subject to oversight but would not be allowed to vote on any motion related to the firm’s review.
Exhibit 1-1

Committee or RAB Appointment & Confidentiality Confirmation

[Date]

[Name and Address of Committee Member]

Dear [Mr. or Ms.] [Last Name of Committee or RAB Member]:

It is my pleasure to formally notify you that you have been appointed to serve on the [Administering Entity Peer Review Committee] for the [period] committee year.

Committee membership in a professional association such as the [Administering Entity] provides you with an opportunity to serve the accounting profession in various interesting and worthwhile assignments. If you accept membership on the committee, you have a responsibility to exert your efforts towards achieving the committee’s objectives through preparation for and attendance at its meetings and participation in its deliberations.

In particular, you also have an obligation to adhere to the confidentiality requirements described in the AICPA’s Standards for Performing and Reporting on Peer Reviews (standards). Thus, you agree to keep information concerning each reviewed firm or any of its clients or personnel, including the findings of the review and the reviewed team that is obtained as a consequence of the review, confidential. You agree not to disclose such information to anyone not involved in carrying out the review or administering the AICPA Peer Review Program (program) or use it in any way not related to meeting the objectives of the Program.

Please confirm your acceptance of this appointment and the responsibilities and obligations it entails by signing a copy of this letter in the space provided and returning it to me. If you have any questions, please feel free to call me.

Sincerely,

[Name]
[Title]

I understand that each Committee or RAB member charged with the responsibility for accepting reviews should be

- currently active in public practice at a supervisory level in the accounting or auditing function of a firm enrolled in the program, as a partner of the firm, or as a manager or person with equivalent supervisory responsibilities. To be considered currently active in the accounting or auditing function, a reviewer should be presently involved in the accounting or auditing practice of a firm supervising one or more of the firm’s accounting or auditing engagements or carrying out a quality control function on the firm’s accounting or auditing engagements (Interpretation No. 132-1a).

- associated with a firm (or all firms if associated with more than one firm) that has received a report with a peer review rating of pass on its most recently accepted System or Engagement Review that was accepted timely, ordinarily within the last 3 years and 6 months. If a committee member’s firm’s most recent review was a Report Review, then the member is not eligible to be charged with the responsibility for acceptance of any peer reviews (Interpretation No. 132-1b).

- trained in the standards, interpretations, and guidance of the program by completing training that meets the team captain training requirements established by the board within 3 years prior to serving on the committee or during the first year of service on the committee (Interpretation No. 132-1c).

I accept this appointment and the responsibilities and obligations it entails.

Signed: ______________________________________________________________  Date: __________________
CHAPTER 2
Technical Reviewer Qualifications and Responsibilities

I. Technical Reviewer Qualifications

A. Technical reviewers must meet minimum qualification requirements (sec. 1000 par. .136).

1. Demonstrate proficiency in the standards, interpretations, and guidance of the program by completing within the 3-year period preceding the commencement of the technical review 1 or more training courses that are applicable to the type of peer review being evaluated and that meet the requirements of the team captain or review captain training requirements established by the board (Interpretation No. 132-1a).

- The peer review training and the criteria for demonstrating proficiency in the standards, interpretations, and guidance of the program is established from time to time by the board. Those criteria are located on the Peer Review page of the AICPA website.

In order to maintain qualifications of a team captain or review captain, individuals should participate in eight hours of continuing professional education in peer review training within three years prior to the commencement of a review. The team captain or review captain should complete a combination of the peer reviewer training courses approved by the AICPA Peer Review Board which combined totals the eight hour requirement. Training courses that meet such requirements are available on the Peer Review page of the AICPA website.

2. Participate in at least one peer review each year, which may include participation in an on-site oversight of a System Review (Interpretation No. 132-1b). The goal of this requirement is for technical reviewers who do not perform reviews to gain hands-on experience on how peer reviewers and reviewed firms solve practical problems, and to aid in identifying issues while performing technical reviews. Technical reviewer participation should not add any additional cost to the reviewed firm’s peer review. The administering entity will decide whether the technical reviewer has met the participation requirements which, at a minimum, should include the following:

- Review and discuss the planning and scope of the peer review
- Review the engagement checklists completed by the review team
- Attend meetings or participate in conference calls between the team captain and reviewed firm to discuss issues encountered during the peer review
- Attend the exit conference or participate in a pre-exit conference call with the team captain to discuss aggregation and evaluation of matters identified and the type of report to issue

Participation may be off-site as long as the technical reviewer is actively involved in the review. This involvement should include discussion of various planning and scope issues, issues encountered during the review (including discussion regarding the matters, findings, deficiencies, and significant deficiencies noted, as applicable), and the exit conference.

The technical reviewer does not meet the participation requirement by performing a post-issuance review of the report, checklists, or other peer review documentation.

The technical reviewer must participate in a peer review that is equivalent to the highest level of technical review he or she performs.

3. Have an appropriate level of accounting and auditing knowledge and experience suitable for the work performed. Such knowledge may be obtained from on-the-job training, training courses, or a combination of both. Technical reviewers must obtain a minimum amount of continuing professional education (CPE) in order to maintain the appropriate level of accounting and auditing knowledge (Interpretation No. 132-1c).
If a technical reviewer does not have such knowledge and experience, the technical reviewer may be called upon to justify why he or she should be permitted to perform technical reviews or oversights. The administering entity has the authority to decide whether a technical reviewer’s knowledge and experience is sufficient and whether he or she has the capability to perform a particular technical review or oversight whether there are high-risk engagements involved or other factors (Interpretation No. 132-1c).

In order to maintain current knowledge of accounting, auditing, and quality control standards, technical reviewers should obtain at least 40 percent of the AICPA required CPE in subjects relating to accounting, auditing, and quality control. Technical reviewers should obtain at least 8 hours in any 1 year and 48 hours every 3 years in subjects relating to accounting, auditing, and quality control (Interpretation No. 132-1c).

Technical reviewers have the responsibility of documenting compliance with the CPE requirement and should maintain detailed records of CPE completed in the event they are requested to verify compliance. The reporting period will be the same as that maintained for the AICPA (Interpretation No. 132-1c). When the report acceptance body (RAB) has delegated the review of an A-133 engagement(s) to the technical reviewer, he or she must complete eight hours of CPE related to OMB Circular A-133 (Single Audits) every two years.

A technical reviewer who also is a peer reviewer and is suspended or restricted from scheduling or performing peer reviews no longer meets the qualifications until such suspension or restriction is removed. Reinstatement as a technical reviewer would be at the discretion of the administering entity or committee.

B. Evaluation of Technical Reviewer

The administering entity peer review committee is responsible for evaluating the qualifications and competencies of the technical reviewers on an annual basis. Exhibit 2-1 contains a form that may be used by peer review committees to evaluate the technical reviewer’s performance. The form was designed to give technical reviewers positive and constructive feedback.

C. Independence, Confidentiality, and Conflict of Interest

Technical reviewers are subject to the same independence, confidentiality, and conflict of interest rules that apply to committee and report acceptance body (RAB) members. See guidance in chapter 1, sections V and VI.

II. Role of the Technical Reviewer

Technical reviews are required to be performed by the administering entity on all peer reviews (sec. 1000 par. .136).

A. The role of the technical reviewer is to assist the RAB in its report acceptance and oversight functions by performing the following functions (not all inclusive):

- Anticipating the committee’s or RAB’s questions
- Providing the possible answers to these questions or related recommendations along with all pertinent review documents
- Advising the committee or RAB of significant matters that may not be apparent from the review documents
- Dealing with evident problems before the review is sent to the committee or a RAB
- Recommending corrective actions related to a deficiency or deficiencies in the peer review report or implementation plans related to findings on FFC forms, where appropriate
- Consulting with administering entity staff, peer reviewers, and reviewed firms on matters relative to the review or its results
• Providing reviewer feedback recommendations to the committee or RAB on reviewer performance issues
• Performance of oversights when requested by the committee or RAB

B. The technical reviewer should not present reviews during a RAB meeting or make decisions on a review on behalf of the RAB (except for certain Engagement Reviews as described in section V). This does not preclude the technical reviewer from presenting matters requiring consultation to the RAB or matters of an administrative nature.

C. The technical reviewer looks at the materials in more depth than the RAB. However, the technical reviewer is not performing the type of review that would be performed by an audit partner or a pre-issuance reviewer.

D. The technical reviewer performs a complete working paper review on all committee-appointed review team (CART) Engagement Reviews and, when deemed necessary, on certain firm-on-firm reviews.

E. If the technical review is performed by a member of the peer review committee, such member should abstain from participating in the presentation, discussion, and acceptance of that review. The technical reviewer or committee member’s participation should be limited to addressing any questions the committee or RAB may have on the review under consideration.

F. If a technical reviewer performs oversight on an Engagement Review, the technical review may be performed by the same individual; however, the Engagement Review should go to the committee or a RAB for acceptance. Also, if the technical reviewer is also a committee member, he or she should not vote in the acceptance of an engagement peer review for which he or she has performed oversight.

G. Another function of the technical reviewer is to maintain certain information regarding peer reviews. The information that is to be maintained is outlined in Attachment 1 to the technical reviewer’s checklist (System or Engagement Reviews). This information should be entered into the peer review program computer system. Technical reviewers should work with the administrating entity’s administrator to ensure this information is entered into the peer review computer program.

III. Guidance on Technical Reviews

A. The AICPA Peer Review Board has provided guidance on the nature and extent of the technical review function in the form of the AICPA Peer Review Program Administering Entity Technical Reviewer’s Checklists for System and Engagement Reviews (exhibits 2-2 and 2-3).

B. Technical reviewers should also have access to the following materials to carry out their responsibilities:

- AICPA Peer Review Program Manual
- AICPA Peer Review Program Report Acceptance Body Handbook (Section 3300 of the AICPA Peer Review Program Manual)
- AICPA Peer Review website (Peer Review Alerts)
- AICPA Peer Review Program Administrative Manual
- AICPA Peer Review Program Oversight Handbook
- AICPA Peer Review Program Annual Report on Oversight
- Reviewer Monitoring Report

See chapter 1, section IV for a description of the previous materials.

IV. Technical Review of System Reviews

A. For System Reviews, the technical reviewer will ordinarily review the following documents:

1. Peer review report
2. Letter of response, if applicable
3. Prior peer review report; letter of response and Finding for Further Consideration (FFC) form, if applicable; and committee decision letters

4. Summary review memorandum

5. Disposition of Matter for Further Consideration (DMFC) form, as applicable

6. Matter for Further Consideration (MFC) and FFC forms, as applicable

7. When the RAB has delegated the review of A-133 engagement(s) to the technical reviewer(s), the engagement profile and PRP-22100, Part A, Supplemental Checklist for Single Audit Act/A-133 Engagements

For reviews administered by the National Peer Review Committee (PRC) (System Reviews, quality control material [QCM] reviews, and CPE program reviews), in addition to the previously mentioned, the technical reviewer will ordinarily review all other working papers incorporated by reference and, as applicable, including engagement checklists, quality control documents and related practice aids, staff interview or focus group or other interview sessions, planning documents, and any other relevant documents.

B. The function of the technical review is to evaluate whether the documents reviewed all “hang together,” including the following:

1. Has an appropriate risk analysis been documented?

2. Did the team captain use a systemic approach?

3. Do the peer review documents support the type of report and the FFCs?

4. Does the firm’s letter of response, if applicable, agree with matters discussed in the peer review report, and does it address each deficiency or significant deficiency?

5. Do the reviewer’s recommendations on the FFC appear appropriate?

6. Do the firm’s FFC responses appear appropriate and responsive?

7. Does the DMFC support the disposition of all the MFCs and does the disposition appear appropriate?

C. The technical reviewer should complete the technical reviewer’s checklist and include any comments that the RAB may need to properly evaluate the review. This includes the following:

1. Comments on the overall effect of engagement findings or deficiencies. If the reviewer does not “close the loop,” the technical reviewer should obtain the information for the committee or RAB. Closing the loop explains the firm’s actions (or why it isn’t taking any actions) on engagements deemed not to comply with professional standards in all material respects.

2. Comments on weaknesses of the peer review working papers so the RAB can properly evaluate the review, the team captain or review team’s performance, and the need for feedback.

3. Comments on whether the reviewer identified in the report the underlying systemic cause(s) for any deficiencies or significant deficiencies.

4. Comments on scope of engagements selected for review.

5. Other comments that will help the committee or RAB and are not apparent from the peer review documents. These are matters such as most of the findings or deficiencies relate to one office, one owner, or were only found on certain types of engagements.

6. Comments on engagements not performed or reported on in conformity with professional standards.

7. Comments on whether the firm should be asked to complete certain corrective actions or implementation plans and suggestions on these actions or plans, if applicable.

8. Comments on whether the reviewer identified deficiencies and appropriately distinguished between MFC and FFC.
9. Recommend team captain feedback, if applicable.

10. Whether reviews or FFC implementation plans should be delayed or deferred until documentation has been corrected.

11. Whether there are any contentious issues related to a specific industry or must select engagement which could impact the peer review results. If there are such issues, one member of the RAB must have current experience in that industry.

D. For reviews administered by the National PRC, those meeting certain criteria are subjected to a concurring technical review.

E. All System Reviews should be presented to a RAB in a timely manner, ordinarily within 120 days of the later of receipt of the working papers and peer review report from the team captain, or if applicable, the report with a peer review rating of pass with deficiencies or fail and the related letter of response from the reviewed firm (sec. 1000 par. .133a).

V. Technical Review of Engagement Reviews

A. For Engagement Reviews, the technical reviewer will ordinarily review the following documents:

1. Peer review report
2. Letter of response, if applicable
3. Prior review report; letter of response and FFCs, if applicable; and committee decision letters
4. Review captain summary
5. DMFC form, as applicable
6. MFC and FFC forms, as applicable
7. Engagement Summary Form

For committee-appointed review team (CART) peer reviews, in addition to the previously mentioned, the technical reviewer will ordinarily review all other working papers prepared by the review captain.

B. The technical reviewer should be delegated the authority from the committee to accept Engagement Reviews in certain circumstances (sec. 1000 par. .137).

1. The technical reviewer should be delegated the authority from the committee to accept Engagement Reviews on the committee’s behalf when the technical reviewer determines both of the following (Interpretation No. 137-1):
   - Any matters documented (or which should have been documented) on MFC forms only relate to compilations performed under Statements on Standards for Accounting and Review Services (SSARS) and do not rise to the level of a finding, deficiency, or significant deficiency.
   - There are no other issues associated with the peer review warranting committee consideration or action that could potentially affect the results of the peer review.

2. The technical reviewer may identify reviewer feedback that should be considered and approved by the peer review committee prior to issuance. The technical reviewer should still be delegated the authority from the committee to accept Engagement Reviews on the committee’s behalf when such feedback may be provided to the review captain unless the circumstances leading up to the feedback may have affected the results of the review. Accordingly, if the feedback being provided to the review captain involves issues which could potentially affect the results of the peer review, the technical reviewer should not accept the Engagement Review but present it to the committee for consideration (Interpretation No. 137-1).

3. Engagement Reviews that do not require committee or RAB consideration are required to be accepted within 60 days of receipt of the working papers and report from the review captain.
4. The technical reviewer’s report acceptance procedures should include completion of the technical reviewer’s checklist and in addition the technical reviewer should
   a. consider whether the review has been performed in accordance with the standards, interpretations, and related guidance materials.
   b. consider whether the report is in accordance with the standards, interpretations, and related guidance materials.
   c. provide reviewer feedback recommendations to the committee or RAB on performance issues, if necessary.
   d. consider whether the Engagement Review should be presented to the committee or RAB for its consideration.

5. Procedures for Committee or RAB Acknowledgement of Engagement Reviews Accepted by the Technical Reviewer
   A list of Engagement Reviews (meeting the criteria, as previously stated in [1.]), which have been accepted by the technical reviewer, should be prepared and sent to the committee or RAB members, along with recommendations for reviewer feedback, if any. Although technical reviewers may make feedback recommendations to the committee or RAB, it is the responsibility of the committee to evaluate the reviewer’s performance to help ensure that reviewers perform and report on peer reviews in accordance with the standards. See chapter 8.

6. Acceptance and Completion Date of Reviews Accepted by the Technical Reviewer on Behalf of the Committee or RAB
   The review acceptance date and completion date is the date that the technical reviewer completes the review of the peer review documents and determines that (1) there are no matters documented (or which should have been documented) on MFC forms relating to engagements other than compilations performed under SSARS, and such matters and do not rise to the level of a finding, deficiency, or significant deficiency and (2) there are no other issues with the review warranting committee or RAB consideration or action. The acceptance date (also the completion date) is noted on the letter from the administering entity to the reviewed firm.

7. Because a technical reviewer may be accepting peer reviews on behalf of the committee, the independence rules regarding report acceptance will apply to technical reviewers with respect to their acceptance of Engagement Reviews. See independence rules at sec. 1000 par. .21–.22.

C. For Engagement Reviews that require committee or RAB consideration, the technical reviewer should complete the technical reviewer’s checklist and include any comments that the RAB may need to properly evaluate the review. This includes the following:
   1. Comments on the evaluation of engagement matters, findings, deficiencies, and significant deficiencies so the RAB can evaluate the appropriateness of the report
   2. Comments on weaknesses of the peer review working papers so the RAB can properly evaluate the review and the review captain’s or review team’s performance
   3. Comments on engagement selection
   4. Comments on engagements not performed or reported on in conformity with applicable professional standards
   5. Comments on the review captain’s performance and the need for feedback
   6. Comments on whether, based on RAB handbook guidance, the firm should be asked to complete certain corrective actions or implementation plans and suggestions on these actions or plans, if applicable
   7. Comments on whether the reviewer identified deficiencies and appropriately distinguished between MFC and FFC

D. The technical reviewer performs a complete working paper review on all CART Engagement Reviews and, when questions cannot be resolved, on certain firm-on-firm reviews.
VI. **Technical Reviewers’ Responsibilities Regarding Corrective Actions and Implementation Plans**

A. Recommendation of Corrective Actions and Implementation Plans

It is the peer review committee’s responsibility to determine whether it should require any remedial, corrective actions related to the deficiencies or significant deficiencies noted in the peer review report, in addition to actions described by the reviewed firm in its letter of response, and whether it should require an implementation plan in addition to the plan described by the reviewed firm in its response to the findings on the FFC form(s). However, as part of the technical review process, the technical reviewer may make recommendations of corrective actions and implementation plans to the committee or RAB as appropriate.

B. It is the peer review committee’s responsibility to ensure that all corrective actions related to deficiencies or significant deficiencies in the peer review report, and all implementation plans related to findings on FFC forms, have been completed to the satisfaction of the committee. However, review and acceptance of completed corrective actions and implementation plans may be delegated to the technical reviewer in some instances.

In such instances, the technical reviewer should review the results of corrective action(s) or implementation plans to determine if they meet the requirements imposed or approved by the RAB. The committee or RAB should consider the nature of corrective action(s) or implementation plans and the background and experience of the technical reviewer in deciding if the technical reviewer should be authorized to review and act on the results of corrective action(s) or implementation plans. The committee or RAB should consider the following guidance in deciding whether or not the technical reviewer should be authorized to review and approve results of corrective action(s) or implementation plans.

1. A technical reviewer may accept corrective actions or implementation plans where there are clearly identifiable actions or procedures requested of the firm. Clearly identifiable steps include, but are not limited to, the following:
   a. Submit proof of CPE taken
   b. Review of formal CPE plan by outside party
   c. Submit proof of purchase of third-party provided materials
   d. Submit proof of licensure
   e. Submit proof of a specific correction to an engagement which was not performed or reported on in conformity with applicable professional standards in all material respects
   f. Submit engagements completed subsequent to the peer review that demonstrate correction or resolution of similar matters identified on engagements considered in the review
   g. Submit a report by an outside party (ordinarily the reviewer) approved by the committee or RAB on the results of actions specified by the committee or RAB, especially related to review of engagements completed subsequent to the peer review, and where the outside party reports the firm’s actions were favorable and, as a result, further corrective actions are believed unnecessary

2. Some examples of corrective action(s) or implementation plans that are not clearly identifiable but, nonetheless, may be accepted by a technical reviewer are as follows:
   a. Submit monitoring report to the committee, when the monitoring report reveals nothing significant related to the firm’s system of quality control and no engagements were identified that did not conform with professional standards in all material respects
   b. Submit additional information regarding repeat findings

3. If results of corrective actions or implementation plans show there are significant unresolved issues, then the results of a firm’s corrective actions or implementation plan should be presented for consideration by a RAB. Some examples of corrective action and implementation plan results that should not be accepted by the technical reviewer (and, accordingly, should be directed to a RAB) include the following:
a. Reported engagement findings, deficiencies, or significant deficiencies identified in a team captain or review captain’s revisit or review of a subsequent engagement

b. Team captain’s review of the firm’s revised quality control policies and procedures when the team captain’s report on his or her review indicates changes requested by a RAB have not been made

c. When any other circumstance is noted where results of the corrective actions or review of the implementation plans suggest the possibility that additional corrective action or implementation plans are in the firm’s best interests
Exhibit 2-1
Evaluation of Technical Reviewer

Purpose: This evaluation may be used by peer review committees to evaluate the qualifications and competencies of technical reviewers on an annual basis. This form is designed to give technical reviewers positive and constructive feedback.

Technical Reviewer:

Part I: To Be Completed by the Technical Reviewer

1. Date and description of last on-site peer review training course.

2. Provide a summary of continuing professional education (CPE) obtained during the last three years:

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<th>Date of Course</th>
<th>Course Description</th>
<th>Subject Matter</th>
<th>CPE Hours Obtained</th>
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3. Provide the following information for the peer review(s) that you participated in during the last 12 months:

   a. Date of Review:____________________________
   
   b. Reviewed Firm Name:________________________
   
   c. Review Number:____________________________
   
   d. Type of review:____________________________
   
   e. Type of report:____________________________
   
   f. Level of your participation:__________________
   
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   a. Date of Review: __________________________ 
   b. Reviewed Firm Name: ________________________ 
   c. Review Number: ____________________________ 
   d. Type of review: ______________________________ 
   e. Type of report: ________________________________ 
   f. Level of your participation: ____________________________

III. a. Date of Review: __________________________ 
     b. Reviewed Firm Name: ________________________ 
     c. Review Number: ____________________________ 
     d. Type of review: ______________________________ 
     e. Type of report: ________________________________ 
     f. Level of your participation: ____________________________

Part II: To Be Completed by the Committee Chair

Qualifications:

1. Did the technical reviewer meet the minimum requirements as specified in Interpretation No. 132-1 of the standards?  
   (A) Be trained in the standards, interpretations, and guidance of the program by completing within the three-year period preceding the commencement of the technical review one or more training courses that are applicable to the type of peer review being evaluated, and (B) meet the team captain or review captain training requirements established by the board. 
   (B) Participate in at least one peer review each year, which may include participation in an oversight of a System Review. (See minimum participation requirements described in RAB handbook at chapter 2, section I.A.2.) 
   (C) Have an appropriate level of accounting and auditing knowledge and experience suitable for the work performed. Such knowledge may be obtained from on-the-job training, training courses, or a combination of both. Technical reviewers are to obtain a minimum amount of CPE in order to maintain the appropriate level of accounting and auditing knowledge.

   Yes  No  N/A  Comments  
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## Technical Review Process

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<td>- The need for revisions to peer review documents (or not)?</td>
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<td>- Corrective actions or implementation plans?</td>
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<td>4. Does the technical reviewer complete the applicable technical reviewer checklists and provide the RAB with any comments necessary to properly evaluate the peer review?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Comments on the overall effect of engagement findings, deficiencies, and significant deficiencies?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Comments on errors or oversights in the peer review documents in regards to the review team’s performance?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Comments on scope?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Comments on the need for reviewer feedback?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Comments on the need for requiring the firm to agree to corrective actions or implementation plans?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>- Other comments, as necessary?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>5. Are technical reviews being performed within a reasonable time period after the review documents are submitted?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>6. Does the technical reviewer resolve most issues before submitting reviews to the RAB, and is this adequately documented and communicated?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

## Interaction With the RAB

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Is the technical reviewer available during the RAB meeting to answer questions that may arise?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>8. Does the technical reviewer understand his or her role during the RAB meeting which is to “assist” and not present reviews or make decisions on reviews?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

## Technical Reviewer Feedback

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Determine if any technical reviewer feedback has been issued during the year from the following sources and, if so, were specific solutions discussed, and has the technical reviewer agreed to take any actions on problems?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
### Feedback from the RAB?

<table>
<thead>
<tr>
<th>Yes</th>
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<th>Comments</th>
</tr>
</thead>
</table>

### AICPA Oversight Visit Report?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
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</table>

### AICPA Working Paper Oversight Comments?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
</table>

### Administrative oversight procedures?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
</table>

10. Were any repeat findings related to the technical review process noted in any of the reports or comments previously mentioned?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
</table>

Areas for improvement or training: __________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Technical Reviewer Comments: ___________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Committee Chair Comments: _____________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Acknowledgement of Review:

Signature of Technical Reviewer ___________________________ Date __

Signature of Committee Chair _____________________________ Date __

Signature of Supervisor ___________________________ Date __
Exhibit 2-2
AICPA PEER REVIEW PROGRAM
SYSTEM REVIEW
TECHNICAL REVIEWER’S CHECKLIST

Name of Reviewed Firm ____________________ Review Number ____________________
Team Captain ___________________________ Date Report Submitted3 ____________________
Name of Technical Reviewer ________________ Date of Technical Review ________________
Rating of Firm’s Current Report ____________ Current Year-End ____________________
Rating2 of Firm’s Prior Report ______________ Prior Year-End ____________________

SUGGESTED REVIEW PROCEDURES

1. Read the summary review memorandum (SRM), the report, and the letter of response (LOR), if applicable.

   a. Does the SRM appear to have been properly completed? ☐ ☐ ☐ ____________

   b. Does the SRM discussion of inherent and control risk factors and detection risk conclusions show an appropriate risk assessment was made and documented? ☐ ☐ ☐ ____________

   c. Based on the documented risk assessment, was a reasonable cross-section of the firm’s practice selected for review? The scope of engagements should consider “must select” engagements, industry concentrations, and other significant or high risk areas of the firm’s practice as well as other areas identified during the review. Consider if a “must select” category is indicated on the Information Required for Scheduling (Background Information) Form but is not addressed in the risk assessment or engagement statistics. ☐ ☐ ☐ ____________

   d. Was the surprise engagement selected according to the standards and other related guidance? ☐ ☐ ☐ ____________

   e. Does the SRM discuss engagements which were not performed or reported in conformity with applicable professional standards in all material respects? ☐ ☐ ☐ ____________

   f. If the answer to 1e is “yes,” does the related documentation by the reviewer and reviewed firm appear to be appropriate? ☐ ☐ ☐ ____________

   g. Is the information in the SRM consistent with other peer review documents, especially the report, and FFCs, if any? ☐ ☐ ☐ ____________

   h. Does the report conform in format and language with the standards and related guidance, including the identification of high risk engagements (if any)? ☐ ☐ ☐ ____________

---

2 Or type of report for reviews commenced prior to January 1, 2009.
3 Date team captain submitted report if a peer review rating of pass or pass (with a scope limitation) or date the firm submitted the report and letter of response if a peer review rating of pass with deficiencies or fail.
SUGGESTED REVIEW PROCEDURES

1. Were there any deficiencies or significant deficiencies included in the report? (If “no,” skip to question 2)
   (1) For any deficiencies or significant deficiencies included in the report, is the underlying systemic cause appropriately identified?
   (2) Is the level of service identified for any deficiencies or significant deficiencies? If the deficiencies or significant deficiencies are industry specific, is the industry identified?
   (3) Does the reviewer properly “close the loop” on the overall effect of engagement deficiencies?
   (4) Do the firm’s responses in the LOR, if any, appear to be comprehensive, genuine, and feasible?
   (5) Are any deficiencies or significant deficiencies repeated from the firm’s prior review(s) and, if so, is that fact properly noted?
   (6) If the answer to the previous question is “yes,” is the firm’s current response different from its prior response?
   (7) Considering the firm’s responses, should corrective or monitoring action(s) be recommended to remedy the repeated deficiency?

2. a. If the administrative checklist indicates that the firm performs engagement(s) subject to A-133, did the engagement(s) reviewed include an A-133 engagement?
   b. Has attachment 2 of this checklist been completed for A-133 engagement(s)? Please indicate if attachment 2 was completed by a technical reviewer or a report acceptance body (RAB) member.

3. Read the representation letter. Does the letter conform to the standards and related guidance? If no, obtain revised letter.

4. Review information in the administrative file. Does it appear that requests for scope limitation waivers, due date extensions, peer review year-end changes, and other matters have been properly considered and documented?

5. Review Matter for Further Consideration (MFC) forms, the Disposition of MFC (DMFC) form, and Finding for Further Consideration (FFC) forms, for completeness and, in light of the matters and findings, the reviewed firm’s responses.
   a. Does the DMFC form provide a trail of the disposition of all MFCs, including appropriate explanations, if applicable?
   b. Do the matters appear to have been given appropriate consideration in the preparation of the report and FFCs?
   c. If a matter was deemed “isolated,” did the reviewer appropriately document that determination?
   d. Do the reviewer’s conclusions and recommendations on the matters (design and compliance) appear proper?
### SUGGESTED REVIEW PROCEDURES

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>f.</td>
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<tr>
<td>g.</td>
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<td>6.</td>
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<td>7.</td>
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<td>8.</td>
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<tr>
<td>9.</td>
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</tbody>
</table>

#### CONCLUSIONS:

Based on your review of the report, the LOR (if applicable), FFCs (if applicable), and other review documents, do you conclude

1. the report, LOR (if applicable), and FFCs (if applicable) should be accepted as submitted? □ Yes □ No
   
   If no, please briefly describe the reasons why you believe the documents should not be accepted, including any changes that are needed. ____________________________________________
   
   ____________________________________________
   
   ____________________________________________

2. the reviewed firm should be asked to agree to certain corrective actions to correct the deficiencies or significant deficiencies noted in the report? □ Yes □ No □ N/A
   
   If yes, please briefly describe the actions you suggest the RAB consider. ____________________________________________
   
   ____________________________________________
   
   ____________________________________________
3. the reviewed firm should be asked to complete an implementation plan in addition to or as an affirmation of the plan described in its response to the findings on the FFC forms?  □ Yes □ No □ N/A
   If yes, please briefly describe the implementation plan you suggest the RAB consider. ________________________________
   ________________________________
   ________________________________

4. team captain feedback is recommended from the report acceptance body?  □ Yes □ No
   If yes, please describe. ________________________________
   ________________________________
   ________________________________
   ________________________________
### Attachment 1

**SYSTEM REVIEW COMPLETION INFORMATION**

#### INFORMATION TO BE COMPLETED BY THE TECHNICAL REVIEWER

1. Review number

2. Reviewed firm name

3. Number of offices

4. Number of partners

5. Number of personnel (including partners)

6. Major report code (Table 1)

7. Minor report codes (Table 2)

8. Report with scope limitation? □ Yes □ No

9. Review classification (Table 3)

10. Review period covered From To

11. Range of audits and examinations under SSAEs (Table 4)

12. Does the firm perform: (Y/N)
   - Reviews □ Yes □ No
   - Compilations with disclosures □ Yes □ No
   - Compilations without disclosures □ Yes □ No
   - Engagements under the SSAEs, excluding examinations □ Yes □ No

13. Number of MFCs

14. Number of FFCs

15. Technical reviewer’s initials

16. Date technical review completed

---

#### TABLE 1

**MAJOR REPORT CODES**

1. Pass
2. Pass With Deficiencies
3. Fail

---

#### TABLE 2

**MINOR REPORT CODES**

- 350 Leadership Responsibilities for Quality Within the Firm (“the Tone at the Top”)
- 351 Relevant Ethical Requirements
- 352 Engagement Performance
- 353 Human Resources
- 354 Acceptance and Continuance of Client Relationships and Specific Engagements
- 355 Monitoring

---

#### TABLE 3

**REVIEW CLASSIFICATION**

1. Easy
2. Moderate difficulty
3. Difficult

---

#### TABLE 4

**RANGE OF ENGAGEMENTS**

- A. None
- B. 1–5
- C. 6–9
- D. 10 or more
Attachment 2
A-133 ENGAGEMENT(S)—REVIEW OF ENGAGEMENT PROFILE AND PART A, PRP-22100, SUPPLEMENTAL CHECKLIST FOR REVIEW OF SINGLE AUDIT ACT/A-133 ENGAGEMENTS

<table>
<thead>
<tr>
<th>Name of Reviewed Firm</th>
<th>Review Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team Captain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Technical Reviewer or Report Acceptance Body (RAB) Member completing this attachment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**SUGGESTED REVIEW PROCEDURES**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did the firm complete the single audit data on the engagement profile(s)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>2. Review the single audit data on the engagement profile.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>a. Is the type A threshold computed correctly?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>b. If the auditee was considered low risk by the auditor, did the auditee meet the low risk auditee requirements?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>c. Did the auditor meet the percentage of coverage?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>d. Review the look-back information. Have all type A programs been audited in the current or two prior years?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>3. Review Part A of the A-133 checklist(s)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>a. Based on review of the engagement profile information, are the answers to the related Part A questions appropriate?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>b. If there are “no” answers, did the reviewer appropriately expand scope?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>c. If a matter was deemed “isolated,” did the reviewer appropriately document that determination?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>d. If there are any “no” answers, does the Disposition of Matters for Further Consideration form provide a trail of the disposition of all matters for further consideration?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>e. Do the reviewer’s conclusions and recommendations on the matters (design and compliance) appear proper?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>f. Do the matters appear to have been given appropriate consideration in the preparation of the report and findings for further consideration?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>4. Do you think the review should be considered for oversight?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>5. Is there any reason the report or response should be changed prior to acceptance of the report?</td>
<td>☐</td>
<td>☐</td>
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<td></td>
</tr>
</tbody>
</table>
### AICPA Peer Review Program

#### Engagement Review

**Technical Reviewer’s Checklist**

<table>
<thead>
<tr>
<th>Name of Reviewed Firm</th>
<th>Review Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Captain</td>
<td>Date Report Submitted&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>Name of Technical Reviewer</td>
<td>Date of Technical Review</td>
</tr>
<tr>
<td>Rating of Firm’s Current Report</td>
<td>Current Year-End</td>
</tr>
<tr>
<td>Rating&lt;sup&gt;4&lt;/sup&gt; of Firm’s Prior Report</td>
<td>Prior Year-End</td>
</tr>
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</table>

#### Suggested Review Procedures

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Scan the review captain summary. Does it appear all procedures were completed and that the review captain’s involvement was appropriate?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Read the report, and, if applicable the letter of response (LOR).</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Does the report conform in format and language with the standards and related guidance?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Do the firm’s responses in the LOR, if any, appear to be comprehensive, genuine, and feasible?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Are any deficiencies or significant deficiencies repeated from the firm’s prior peer review(s) and, if so, is that fact properly noted?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>If “yes,” is the firm’s current response different from its prior response? If it is the same, consider recommending corrective or monitoring action(s).</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Is the level of service identified for any deficiencies or significant deficiencies? If the deficiencies or significant deficiencies are industry specific, is the industry identified?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Read the representation letter. Does the letter conform to the standards and related guidance? If no, obtain revised letter.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Review information in the administrative file. Does it appear that requests for due date extensions, peer review year-end changes, and other matters have been properly considered and documented?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Scan the review documents:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>Were the required questionnaires, checklists, and forms current, and do they appear to have been completed in a professional manner?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

---

<sup>4</sup> Or type of report for reviews commenced prior to January 1, 2009.  
<sup>5</sup> Date team captain submitted report if a peer review rating of *pass* or *pass (with a scope limitation)* or date the firm submitted the report and letter of response if a peer review rating of *pass with deficiencies or fail*. 

---

Chapter 2—PRP §3300
### SUGGESTED REVIEW PROCEDURES

<table>
<thead>
<tr>
<th>Suggested Review Procedures</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Based on the summarized information showing the number of engagements and the nature of service provided, do the engagements selected for review conform to the standards?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>c. If the exact same deficiency was evident on all the reviewed engagements, was a peer review report with a rating of failure issued?</td>
<td>☐</td>
<td>☐</td>
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<td></td>
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</table>

6. Review Matter for Further Consideration (MFC) forms, Finding for Further Consideration (FFC) forms, and the disposition of MFC (DMFC) form for completeness and, in light of the findings, the reviewed firm’s responses—

<table>
<thead>
<tr>
<th>Suggested Review Procedures</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Does the DMFC form provide a trail of the disposition of all MFCs, including appropriate explanations, if applicable?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>b. Do the reviewer’s conclusions and recommendations on the matters appear proper?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>c. Do the matters appear to have been given appropriate consideration in the preparation of the report and FFCs?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>d. Is the MFC written such that specific reviewer, client, or firm names cannot be identified based on the descriptions provided? If not, request the MFC be revised.</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>e. If the reviewed firm did not complete the MFC electronically,</td>
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</tr>
<tr>
<td>• was the hard copy submitted with the peer review working papers?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• was the hard copy completed in its entirety and signed by an appropriate reviewed firm representative (managing partner or peer review contact)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>• does the information on the hard copy MFC match the information entered into PRISM by the reviewer?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>f. Do the firm’s FFC responses appear appropriate and responsive? Do the responses include a description of how the planned action will be implemented, the person(s) responsible for implementation, the timing of the implementation, and, if applicable, additional procedures to ensure the finding is not repeated in the future?</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

7. Do you think the review should be considered for oversight? | ☐ | ☐ | ☐ | |

8. Have you completed attachment 1, including ensuring the major report codes and engagement statistics prepared by the review captain are correct? | ☐ | ☐ | ☐ | |

9. Does this review meet the criteria to be accepted by the technical reviewer or committee within 60 days of receipt of the working papers and report from the review captain? | ☐ | ☐ | ☐ | |
CONCLUSIONS:
Based on your review of the report, the LOR (if applicable), FFCs (if applicable), and other review documents, do you conclude

1. the report, LOR (if applicable), and FFCs (if applicable) should be accepted as submitted? □ Yes □ No
   If no, please briefly describe the reasons why you believe the documents should not be accepted, including any changes that are needed. ____________________________
   ____________________________
   ____________________________
   ____________________________

2. the reviewed firm should be asked to agree to certain corrective actions to correct the deficiencies or significant deficiencies noted in the report? □ Yes □ No □ N/A
   If yes, please briefly describe the actions you suggest the RAB consider. ____________________________
   ____________________________
   ____________________________
   ____________________________

3. the reviewed firm should be asked to complete an implementation plan in addition to or as an affirmation of the plan described in its response to the findings on the FFC forms? □ Yes □ No □ N/A
   If yes, please briefly describe the implementation plan you suggest the RAB consider. ____________________________
   ____________________________
   ____________________________
   ____________________________

4. review captain feedback is recommended from the report acceptance body? □ Yes □ No
   If yes, please describe. ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
Attachment 1

ENGAGEMENT REVIEW COMPLETION INFORMATION

INFORMATION TO BE COMPLETED BY THE TECHNICAL REVIEWER

1. Review number

2. Reviewed firm name ____________________________

3. Major report codes (Table 1)

4. Report with scope limitation? □ Yes □ No

5. Review classification (Table 2)

6. Review period covered From ________ To ________

7. Does the firm perform: (Y/N)
   - Reviews □ Yes □ No
   - Compilations with disclosures □ Yes □ No
   - Compilations without disclosures □ Yes □ No
   - Engagements under the SSAEs □ Yes □ No

8. Number of MFCs __________

9. Number of FFCs __________

10. Technical reviewer’s initials __________

11. Date technical review completed __________

---

TABLE 1

<table>
<thead>
<tr>
<th>MAJOR REPORT CODES</th>
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</thead>
<tbody>
<tr>
<td>1. Pass</td>
</tr>
<tr>
<td>3. Pass With Deficiencies</td>
</tr>
<tr>
<td>7. Fail</td>
</tr>
</tbody>
</table>

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TABLE 2

<table>
<thead>
<tr>
<th>REVIEW CLASSIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Easy</td>
</tr>
<tr>
<td>2. Moderate difficulty</td>
</tr>
<tr>
<td>3. Difficult</td>
</tr>
</tbody>
</table>
CHAPTER 3
The Report Acceptance Process

I. Introduction

This chapter outlines the procedures that a committee or report acceptance body (RAB) would follow in the evaluation and acceptance of all reviews. Specific considerations concerning objectives of System and Engagement Reviews are covered in chapter 4 and chapter 5, respectively.

For purposes of this chapter, it is assumed that the committee has decided to delegate the report acceptance function to a RAB. If that is not the case, the references to RAB should be replaced with peer review committee. The process described, however, is unaffected.

II. Preparation for a RAB Meeting

A. Ordinarily, a majority of meeting materials should be provided in advance to the date of the meeting, in order to allow every RAB member adequate time to read the documents and be prepared to discuss the reviews being considered for acceptance. The meetings can be conducted in person or via conference call. The following documents should be included in the package:

1. Peer review report
2. Letter of response, if applicable
3. Prior review report; letter of response and Finding for Further Consideration (FFCs) forms, if applicable; and prior review’s required corrective action(s) or implementation plans, if applicable
4. Technical reviewer’s checklist
5. Summary Review Memorandum—System Reviews
6. Disposition of Matter for Further Consideration (DMFC) form, as applicable
7. For reviews that include A-133 engagement(s), the engagement profile and PRP-2210, Part A, Supplemental Checklist for Review of Single Audit Act/A-133 Engagements.*(See the following note.)
8. Review Captain Summary—Engagement Reviews
9. Matter for Further Consideration (MFC) forms, as applicable
10. Findings for Further Consideration (FFC) forms, as applicable

*Note: The report acceptance body may delegate the completion of attachment 2 of the Technical Reviewer’s Checklist (exhibit 2-2) for an A-133 engagement(s) to a technical reviewer(s) if the technical reviewer has completed eight hours of continuing professional education (CPE) related to OMB Circular A-133 in the last two years.

B. There may be circumstances in which a RAB member needs to contact the technical reviewer before the meeting to clarify an issue. Such discussions between the RAB member and technical reviewer should be disclosed during the meeting. When possible, the RAB member’s question and the technical reviewer’s response should be communicated or summarized by electronic mail; and the communication should be copied to all RAB members assigned to the review. It is important to remember to

1. discuss or review the questions during the meeting because acceptance is a RAB decision, not the technical reviewer’s decision and,
2. discuss other questions among the other RAB members to help to bring out points that may otherwise be overlooked.
C. A minimum of three members should evaluate every peer review, its initial corrective action (if applicable), and implementation plan (if applicable) for acceptance. If a member or members of the RAB are excused from the discussions because of a lack of independence or conflicts of interest (see chapter 1, section VI), other committee members should be appointed to the RAB. As a result, the committee ordinarily should include a minimum of six members.

D. An appropriate rotation policy should be established for the RABs. This provides the opportunity to ensure consistency in review consideration but still allows for diversity of review.

III. Review Acceptance Considerations

Based on its review and discussion of the peer review documents, the RAB should

A. consider whether the review has been performed in accordance with the standards, interpretations, and related guidance materials. For instance,

- did the team captain or review captain perform an adequate review?
- for System Reviews, did the team captain focus on the reviewed firm’s system of quality control for the accounting and auditing practice and, as a result, avoid focusing on the engagements reviewed?
- for System Reviews, discuss whether the Summary Review Memorandum contained
  — an appropriate risk assessment that properly documents inherent and control risks related to the reviewed firm’s accounting and auditing practice and its system of quality control
  — an appropriate selection of engagements in response to the risk assessment and designed to test a reasonable cross section of the firm’s engagements with a focus on high risk engagements, in addition to significant risk areas
  — a discussion of excluded engagements, if any
  — a discussion of isolated deficiencies, if any, with explanation of additional procedures performed to determine they were isolated
  — a discussion of consideration of a different type of report if a significant degree of judgment has been exercised in determining the review results

- should the team captain or review captain be provided with feedback on his or her performance? See chapter 8 for further guidance.

B. consider whether the report and the response thereto, if applicable, are in accordance with the standards, interpretations, and related guidance materials, including an evaluation of the adequacy of the corrective actions the reviewed firm has represented that it has taken or will take in its letter of response. This includes, but may not be limited to the following:

- Was the appropriate type of report issued?
- For a report rating pass with deficiencies or fail, do the recommendations of the team captain or review captain address those deficiencies or significant deficiencies adequately, and does the reviewed firm’s response appear comprehensive, genuine, and feasible, including timeframes on any actions the firm may be taking?

C. decide appropriate, remedial corrective actions related to the deficiencies or significant deficiencies noted in the report, in addition to those described by the reviewed firm in its letter of response. Guidance for determining when and what type of corrective action(s) to require, given a set of circumstances, is contained in chapter 4 and chapter 5 for System and Engagement Reviews, respectively. Chapter 6 contains guidance for monitoring corrective action(s), determining when to require additional corrective actions when actions previously requested of the firm have been completed, and how to proceed when a firm cannot complete the required corrective action(s) or refuses to cooperate.
D. in relation to FFCs,

1. Consider whether FFC (and associated MFC and DMFC) forms are prepared in accordance with these standards, interpretations, and related guidance materials, including whether the findings addressed on the FFC forms should have been included in a report with a peer review rating of pass with deficiencies or fail. For instance,
   - do the FFC (and associated MFC and DMFC) forms appear appropriate and complete?

The peer reviewer may use his or her professional judgment in writing the description of the finding and recommendation contained in the FFC form. As long as it is completed in its entirety, includes the essential elements, is written in an understandable manner and contains an appropriate response from the firm, the administering entity ordinarily would not request revisions to these forms.

2. Determine the adequacy of the reviewed firm’s plan it represents has been or will be implemented in its response on the FFC form(s). For instance
   - is each finding appropriately addressed?
   - does the firm’s response describe how the firm intends to implement the reviewer’s recommendation (or alternative plan if the firm does not agree with the recommendation), the person(s) responsible for implementation, the timing of the implementation, and, if applicable, additional procedures to ensure the finding is not repeated in the future?

3. Determine whether the RAB should require an action or implementation plan in addition to the plan described by the reviewed firm in its response to the findings on the FFC form(s).

Guidance for determining when and what type of action or implementation plan to require, given a set of circumstances, is contained in chapter 4 and chapter 5 for System and Engagement Reviews, respectively. Chapter 6 contains guidance for monitoring implementation plan(s), determining when to require additional implementation plans when actions previously requested of the firm have been completed, and how to proceed when a firm cannot complete the required implementation plan or refuses to cooperate.

E. Determine if the technical reviewer’s recommendations are appropriate. Chapter 2 describes the nature and extent of the technical review.

F. Report acceptance bodies (or the committee) should review the list of Engagement Reviews previously accepted by the technical reviewer and review any recommendations made by the technical reviewer for review captain feedback.

IV. Additional Inquiries or Actions by the RAB

In reaching its conclusions on the preceding items, the RAB is authorized to make whatever inquiries or initiate whatever actions of the reviewed firm or the review team it considers necessary in the circumstances, including but not limited to, requesting expansion of scope, revisions to the report or the reviewed firm’s response thereof, or corrections or clarifications to other review documents. This RAB authority exists at all times even if these inquiries were not made or actions were not requested during already completed on-site oversight or other stages of the review. However, such inquiries or actions by the RAB should be made with the understanding that the program is intended to be positive and remedial in nature and is based on mutual trust and cooperation.

In some circumstances, the RAB may consider requesting all review documentation from the team captain or review captain not previously provided, including engagement checklists, quality control questionnaires and related practice aids, staff interview or focus group checklists, and any other relevant documents.

V. Criteria for Delayed Acceptance or Deferral

Reviews where the RAB requires revisions to the peer review documents or there are unresolved questions are NOT deemed accepted. RABs should be aware that a review may not be “accepted subject to” revised documents. The concept of “acceptance” implies that the peer review documents are in accordance with standards, all questions are resolved, and the peer review results may be submitted for public dissemination. If revisions
are necessary to the documents, or there are unresolved questions, the review is not considered accepted while revisions or questions are still outstanding.

A. Delayed Acceptance

If upon its consideration of the review documents the RAB determines revisions are necessary, the RAB may send an appropriately tailored “delayed acceptance” letter. This correspondence, copied to all affected parties, advises that the RAB has considered the review and requests that the applicable parties revise the identified document(s) or answer questions to the satisfaction of the RAB before the documents can be accepted. It advises the firm that once the RAB is satisfied, the RAB will submit an acceptance letter that may outline certain additional corrective or monitoring actions which the firm will be required to agree to in writing prior to the review being accepted.

Upon receipt of suitably revised documents or answers to the RAB’s satisfaction, the firm will then be sent a letter indicating that the review has been accepted and completed or, if applicable, accepted after the reviewed firm agrees to take corrective action as a condition of the review’s completion. The date the RAB accepted the review will be the date revisions or questions are cleared by the technical reviewer or RAB member.

B. Deferral of a Review

If the review is presented to the RAB and the unresolved questions are significant enough that no decision can be made by the RAB until further information is received from the reviewer or reviewed firm, a “deferral letter” should be sent. The deferral letter advises the applicable party(ies) that the RAB has considered the review and decided to defer the acceptance of the report because of the unresolved questions related to the review. It advises the parties that once the questions have been resolved, the review will be sent back to the RAB for further consideration.

C. Guidelines for Requesting Revised Documents

The following are guidelines RABs should consider in determining whether to request revisions to peer review documents.

1. Peer Review Reports and Letters of Response

Revisions should be requested

- for significant departures from the standard report formats.
- for failure to indicate that a deficiency or significant deficiency is a repeat comment noted on a prior peer review.
- to correct misleading grammar or excessively ambiguous language.
- to correct misquoted professional literature or references to professional standards, or both, unrelated to the subject matter.
- where an incorrect type of report has been issued or the report omits deficiencies or significant deficiencies or a related recommendation, or both.
- where the firm’s letter of response does not appropriately address deficiencies or significant deficiencies, including responses that are unacceptably noncommittal, vague, or otherwise unclear or not responsive.
- where for System Reviews, a deficiency or significant deficiency identifies departures from professional standards but does not “close the loop” (that is, there should be an indication of whether the financial statements were misleading [AU-C section 560, Subsequent Events and Subsequently Discovered Facts (AICPA, Professional Standards)], or additional procedures had to be performed to support the report rendered [AU-C section 585, Consideration of Omitted Procedures After the Report Release Date (AICPA, Professional Standards)] or what actions the firm has taken or planned in response to AU-C section 560 or AU-C section 585).
- to revise deficiencies or significant deficiencies that appear to set standards higher than those mandated by professional standards.
• for System Reviews, to revise deficiencies or significant deficiencies that are not written systematically, or the underlying systemic causes are not clear.

• for System Reviews, where the team captain’s recommendation for a quality control design deficiency or significant deficiency appears to be written as a quality control compliance-related deficiency or significant deficiency, or vice-versa. (That is, the design vs. noncompliance focus of the recommendation must correspond to the deficiency or significant deficiency.

• for failure to identify the industry and level of service for any deficiencies or significant deficiencies that are determined to be industry specific.

2. FFC Forms

Revisions should be requested for

• forms not completed properly or fully (that is, reference to professional standards not provided, individual MFCs not identified, type of matter, repeat finding, and so on).

• the reviewer’s description of the finding is not clear and, on System Reviews, does not include the underlying cause of the finding.

• the reviewer’s recommendation does not address the finding adequately.

• the reviewed firm’s response to the reviewer’s recommendations (or alternative plan if the firm does not agree with the recommendation) does not appear comprehensive, genuine, and feasible, including a description of how the firm intends to implement the reviewer’s recommendation, the person(s) responsible for implementation, the timing of the implementation, and, if applicable, additional procedures to ensure the finding is not repeated in the future.

• forms not signed by an authorized representative of the reviewed firm.

3. Reviewer Feedback Forms

Reviewer feedback forms should be issued in lieu of requesting revised documents for the following:

• System Review report deficiencies or significant deficiencies contain a reference to the specific number of engagements where the matters were noted rather than using general terms such as few or some.

• Multiple deficiencies or significant deficiencies comments could have been combined.

• Recommendations that are inappropriate based on the firm’s size or other characteristics, but the firm is responsive to the recommendations.

• Deficiencies or significant deficiencies where the reviewed firm understands the substance and the related recommendation(s) and responds appropriately, but where the deficiency, significant deficiency, or comment is not written clearly.

Refer to the section on reviewers’ performance in chapter 8 for more information on the use of feedback forms.

VI. Reference Materials for RAB Meetings

The staff should make sure that the most recent peer review program materials are on hand for reference if needed. These include the following:

• AICPA Peer Review Program RAB Handbook (Section 3300 of the AICPA Peer Review Program Manual)

• Peer Review Alerts and other guidance issued by the board

• AICPA Peer Review Program Administrative Manual

• AICPA Peer Review Program Manual

• AICPA Peer Review Program Oversight Handbook
VII. Considerations for the Recall of Peer Review Documents

Overview

Peer reviewers or reviewing firms (reviewer) and reviewed firms (firm) are responsible for complying with the standards and guidance issued by the AICPA Peer Review Board (board) throughout the entire peer review process. This includes communicating with all appropriate parties involved in the program regarding information that could affect the performance or results of the peer review. Fulfilling all reviewer and firm responsibilities is required as a matter of cooperation with the administering entity, peer review committee (committee), the board, and AICPA staff (staff). After the date of acceptance by the committee, the administering entity (including the administrator, committee, and technical reviewer) or reviewer generally have no obligation or expectation to make any further inquiry or perform any other peer review procedures with respect to the peer review report, acceptance letter, or letter of response, if applicable (referred to hereafter in this section as peer review documents), unless information that may affect an accepted peer review comes to the parties’ attention.

This section describes actions that should be considered by the reviewer, committee, or staff member who, subsequent to the date of peer review acceptance, becomes aware of facts that existed as of the date of the peer review report or acceptance that might have affected the performance or acceptance of the peer review had such information been known. Instances for recall consideration include, but are not limited to, situations in which there were errors or omissions or when the reviewer was not qualified or eligible to perform the peer review.

Note: When peer review documents are being considered for recall, staff should be notified and consulted early in the process. For discoveries of information not covered by this guidance or that do not originate from staff, staff should be notified before proceeding with any recall considerations. During recall considerations all parties involved in the peer review process should continue to adhere to the confidentiality guidelines in paragraph .20 of the standards.

Generally, recall considerations should not be made for fee disputes, disagreements that occur after acceptance by the report acceptance body, or other situations that did not have a direct impact on the underlying peer review period, procedures performed, or peer review documents. Additionally, the reviewer, firm, or committee should not consider recalling peer review documents if a subsequent peer review report has been accepted, for situations outside of the scope of peer review, or situations not addressed within the standards of the program.

Before making any recall decisions, the facts of the situation must be confirmed. The recall considerations should be documented and retained until the firm’s subsequent peer review has been completed.

Potential Reasons for Recall of Peer Review Documents

Recalling previously accepted peer review documents should be considered in instances including, but not limited to, the following situations.

Errors or Omissions

Errors or omissions that may have caused a significant change in the planning, performance, evaluation of results, peer review documents, or acceptance of the review are as follows:

- Material Departures Directly Affecting the Peer Review Report: (See section A)
  - The firm had an engagement review and failed to inform the administering entity or reviewer that the firm performed an engagement for the period covered by the peer review that would have required the firm to undergo a system review had the information been known to the administering entity or reviewer.

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6 This section uses the term should to indicate a presumptively mandatory requirement in all cases in which such a requirement is relevant. However, in rare circumstances, the reviewer, firm, or committee may depart from a presumptively mandatory requirement, provided there is consultation with and concurrence by staff and the parties document the justification for the departure and how the alternative decisions or actions in the circumstances were sufficient to achieve the objectives of the presumptively mandatory requirement. Use of the term must in this section indicates an unconditional requirement in all cases in which such a requirement is relevant.
— The firm performed an engagement in a must-select category during the period covered by the peer review, and the reviewer did not consider or select a comparable must-select engagement during the system review.

• Other Departures That May Change the Peer Review Report: *(See section B)*

— The firm had an engagement review and failed to inform the administering entity or reviewer that the firm performed a particular level of service required to be selected in an engagement review, and the reviewer did not consider or select a comparable engagement during the engagement review. For instance, compilations with disclosures were included in the engagement review, but compilations without disclosures performed by the firm were not considered in the engagement review.

— The firm omitted or misrepresented information relating to its accounting and auditing practice, other than instances covered in section A.

— The firm failed to inform the reviewer of communications or summaries of communications from regulatory, monitoring, or enforcement bodies relating to allegations or investigations of deficiencies in the conduct of an accounting, auditing, or attestation engagement performed and reported on by the firm or limitations or restrictions on the firm’s ability to practice public accounting related to the firm or its personnel within the three years preceding the firm’s current peer review year-end and through the date of the exit conference.

— The firm provided erroneous information in response to inquiries from the administering entity, staff, or reviewer in relation to the peer review.

**Reviewer Disqualifications: (See section C)**

• The reviewer or reviewing firm was not qualified (was ineligible) to perform or issue the peer review report because certain peer reviewer qualifications were not met at the time of the review, and this was not made known to staff or the administering entity during the scheduling, performance, or acceptance of the review.

• The reviewer or reviewing firm failed to inform staff or the administering entity about limitations or restrictions on the reviewer or reviewing firm’s ability to practice public accounting. Considerations for recalling peer review documents should not be made if there are allegations or investigations of deficiencies in the conduct of an accounting, auditing, or attestation engagement performed and reported by the reviewer or reviewing firm that are discovered subsequent to the acceptance of the peer review, but that have not resulted in limitations or restrictions on the reviewer or reviewing firm’s ability to practice public accounting.

The preceding examples are not intended to be all-inclusive or indicate when peer review documents should be recalled. The reviewer needs to be aware that reviewer noncompliance could affect his or her ability to perform future reviews, and the firm needs to be aware that firm noncompliance could affect its ability to meet AICPA membership requirements, as well as licensing and other regulatory requirements.

**General Guidance**

When the reviewer or administering entity becomes aware of information that relates to previously accepted peer review documents but was not known to the reviewer, firm, or administering entity as of the date of the peer review report or acceptance thereof, the situation should be documented in writing and provided to the administering entity. The reviewer and committee should consider whether the information may have caused a significant change in the peer review.

After the confirmation of evidence supporting the facts and considerations discussed in the following guidance, if the reviewer determines that the peer review report should be recalled, then both the peer review report and acceptance letter should be recalled.
Material Departures

The board considers errors or omissions that result in a change in the peer review report for the type of peer review, period covered, or must-select categories to be material departures from the AICPA Standards for Performing and Reporting on Peer Reviews. Such a departure results in a peer review that is not properly performed or reported on in conformity with the standards in all material respects. Generally, the reviewer should recall the peer review report if the previously accepted peer review report was not properly performed or reported on in all material respects. If such a report was accepted more than three years and six months prior to discovery of the information or a more recent peer review has been accepted, then recall considerations are ordinarily not necessary. When the peer review was not performed or reported on in conformity with the standards in all material respects, there is no need for deliberation by the committee about the recall of the acceptance letter, and the guidance in section A should be followed.

Other Departures

For instances covered in section B, if a reviewer decides not to recall a peer review report, the committee should independently consider whether or not to recall acceptance of the peer review report. The committee’s reconsideration of peer review acceptance should take into account the reviewer’s considerations, but is not fully dependent on the reviewer’s recall of the peer review report. The committee’s decision to recall an acceptance letter invalidates the related peer review report and letter of response, if applicable, because it creates a situation in which the firm’s peer review documents are no longer accepted by the administering entity.

Replacement Review

A replacement review is required when a previous review is recalled. As subsequently discussed, considerations for the replacement review depend upon the commencement date of the recalled review. The timing of the discovery should also be considered because of the peer review working paper retention period, which is 120 days after the peer review is completed. Considerations for the replacement review further discussed in this guidance include revising the peer review report (only if within 120 days of peer review completion), full re-performance of the peer review of the same period, or performance of a peer review of a subsequent period.

Recalls of peer reviews that commenced prior to April 1, 2014—

When the decision is made to recall peer review documents, the administering entity should notify the firm about the need for a replacement review. The due date by which the working papers should be submitted to the administering entity is approximately 90 days after the date of notification that a replacement review is required.

Recalls of peer reviews that commenced on or after April 1, 2014—

In accordance with the noncooperation guidance (Interpretation No. 5h-1), if a firm omits or misrepresents information relating to its accounting and auditing practice the firm will be subject to a hearing panel to consider whether the firm’s enrollment in the program should be terminated. If the omission or misrepresentation results in a material departure the acceptance letter must be recalled. If the hearing panel determines that the firm’s enrollment in the program should not be terminated, at a minimum the hearing panel will require that the firm have a replacement review submitted to the administering entity by the due date which will be approximately 60 days after the hearing panel’s decision. The hearing panel may also indicate other specific criteria for the replacement review.

Voluntary Correction Program

Firms that voluntarily notify the administering entity of an omission or misrepresentation resulting in a material departure will not be subject to a hearing panel. This notification from the firm must be prior to the AICPA or administering entity being otherwise notified of or discovering the omission or misrepresentation and prior to the firm receiving notification from another regulatory or monitoring agency. The peer review acceptance letter will be recalled and the firm will be required to submit a replacement review to its administering entity by the due date which will be approximately 90 days after the firm’s notification to the administering entity.
A. Considerations Related to Material Departures Directly Affecting the Peer Review Report

1. Confirmation of Facts and Evidence

Awareness of errors or omissions that result in material changes in the peer review report could come from various sources, such as the administering entity, publicly available information, reviewers, staff, or other substantiated and reliable sources. When the reviewer, administering entity, or staff become aware of information that relates to previously accepted peer review documents but may not have been known to the reviewer, or administering entity as of the date of the peer review report or acceptance thereof, the situation should be documented in writing and provided to the administering entity. Any parties presenting such information to the administering entity must undertake measures to determine whether the information is reliable and whether the facts existed during the period covered by the peer review or as of the date of the peer review report and provide verifiable evidence to support the facts.

2. Communication With the Administering Entity

Once the information and evidence is confirmed as factual and reliable, the administering entity should promptly communicate the discovery and resolutions to the firm and reviewer. The administering entity should document the situation in the Notification of Discovery and Resolution Letter from the administering entity, addressed to the firm, and copied to the reviewer and staff. The administering entity should include evidence supporting the discovery, indication that the acceptance letter will be recalled, and requirement for a replacement review, including the due date in the Notification of Discovery and Resolution Letter. The administering entity should obtain confirmation of receipt indicating that both the firm and reviewer received the Notification of Discovery and Resolution Letter.

3. Reviewer Considerations of Relevance and Impact

By copy of the Notification of Discovery and Resolution Letter, the reviewer should (presumptively mandatory) recall the previously accepted peer review report. The reviewer should respond in writing to the firm and the administering entity about his or her decision to recall the peer review report. Errors or omissions that directly result in a change in the peer review report for the type of peer review, period covered, or must-select categories are considered to be material departures from the standards of the program for which the reviewer should recall the peer review report. Unless the reviewer recalls the peer review report, the reviewer will not be allowed to revise the peer review report or perform the firm’s replacement review.

4. Recall of Peer Review Documents and Resolutions

The administering entity must recall its acceptance letter when notified by staff that the peer review report is not correct in all material respects. The peer review information and peer review documents must be removed from view on Facilitated State Board Access (FSBA), and the administering entity must notify the applicable state board(s) of accountancy of information allowed by the guidance.

If a replacement review is required, the documents should be submitted to the administering entity for technical review and committee acceptance considerations by the due date prescribed.

5. Recall and Resolutions If Discovery Is Within 120 Days of Peer Review Completion

Recalls of peer reviews that commenced prior to April 1, 2014—

The reviewer is expected to retain peer review documentation in accordance with the peer review working paper retention policy. Therefore, if the discovery and communication to the administering entity (prompting the Notification of Discovery and Resolution Letter) occurs within 120 days of the peer review completion date, there is an option to have the original reviewer recall the peer review report and perform additional procedures for the purpose of issuing a revised report. Upon receipt of this notification, the reviewer should continue to retain the working papers for the recalled review until completion of the revised or replacement review. The original reviewer should be willing, qualified, and able to submit the revised peer review report and working papers to the administering entity for acceptance by
the established due date, which is approximately 90 days after the date of the Notification of Discovery and Resolution Letter. Alternatively, the firm, in consultation with the administering entity, may have a replacement review of the same period or a subsequent period. (See section A.6.)

If the original reviewer chooses to recall the previous report and reissue a revised report, the revised report should be dated as of the date that the reviewer obtained enough evidence to conclude on the results of the review with consideration of the newly discovered information and communicates those results to the firm (new exit conference date). There should not be a reference in the revised peer review report to the previously issued and recalled report.

In addition to submitting the revised peer review report to the administering entity, the reviewer should also submit any pertinent additional peer review documentation, including at a minimum, a revised Summary Review Memorandum or a memo detailing the situation, reviewer’s additional considerations, conclusions, and changes to engagement data statistics. The revised Summary Review Memorandum or memo should address the omission or error in detail and fully explain the impact and conclusion on significant peer review aspects, including changes in risk assessment, engagement selection, procedures, evaluation and elevation of matters, recommendations, or report rating. The reviewer must evaluate the systemic cause for the error or omission and, at a minimum, prepare a Matter for Further Consideration (MFC) form. Further evaluation of the systemic cause could lead to a Finding for Further Consideration (FFC) form or deficiency in the report. The reviewer should submit peer review documentation that was significantly changed as a result of additional procedures that would ordinarily be submitted to the administering entity for acceptance in accordance with the guidance. In addition, the reviewer should also request the representation letter from the firm, specifically addressing the circumstances about information previously omitted or provided in error.

The revised peer review documents and working papers should be subjected to technical review prior to presentation to the report acceptance body (RAB). Such information should be considered in conjunction with the previously submitted and retained peer review documents and working papers that were not revised as well as the previous technical reviewer’s checklist.

If the subsequently discovered information would have changed the type of peer review from an engagement review to a system review, then the reviewer does not have the option to revise and reissue the peer review report. Such situation would necessitate a completely new replacement review of the same period or a subsequent period. If feasible, the reviewer may consider procedures performed during the recalled review to assist with the performance of the new system review.

Recalls of peer reviews that commenced on or after April 1, 2014—

If a firm omits or misrepresents information relating to its accounting and auditing practice resulting in a material departure in the firm’s most recently accepted peer review, the peer review acceptance letter will be recalled. A hearing panel will determine whether the firm’s enrollment in the AICPA Peer Review Program should be terminated. If the hearing panel determines that the firm’s enrollment will not be terminated, at a minimum the hearing panel will require that the firm have a replacement review submitted to the administering entity by the due date which will be approximately 60 days after the hearing panel’s decision. The aforementioned guidance for recalls of peer reviews that commenced prior to April 1, 2014 in this section should be considered for the revised or replacement review. The hearing panel may also make additional considerations and set other criteria related to a reissued or replacement peer review.

6. Recall and Resolutions If Discovery Is More Than 120 Days After Peer Review Completion

For recalled peer reviews that commenced prior to April 1, 2014—

If the Notification of Discovery and Resolution Letter is sent more than 120 days after the completion of the peer review, the firm should have a replacement review performed by a qualified reviewer. The reviewer should perform the review in accordance with guidance and submit the working papers to the administering entity by the established due date, which is approximately 90 days after the date of the Notification of Discovery and Resolution Letter.
The firm and approved reviewer should decide whether the replacement review should cover the same period or a subsequent period to include the previously omitted engagement(s). The firm and approved reviewer should consider such factors as the significance and risk(s) related to the omitted information or engagement(s) or subsequently completed engagement(s), time elapsed, and the established due date of the firm’s replacement review. For replacement reviews, the reviewer and firm should determine the year end based on the subsequent examples. The reviewer or firm should consult with the administering entity to determine the peer review period that should be covered.

While performing the replacement review, the reviewer must evaluate the systemic cause for the error or omission and, at a minimum, prepare a MFC form. Further evaluation of the systemic cause could lead to a FFC or deficiency in the report. Regardless of the period covered by the replacement review, the firm and reviewer are expected to abide by the due date established by the administering entity. The firm and reviewer should consider the following examples in determining the period to be covered by the replacement review:

**Example 1. Firm no longer performs similar engagements (Discovery within 12 months of review year-end—replacement review of same period)**

A firm failed to inform the administering entity or reviewer that it performed a particular level of service requiring a system review (for example, engagement year end June 30, 2012) for the period under review (for example, January 1, 2012 to December 31, 2012), and the firm no longer performs that level of service after the period covered by the recalled review. If 12 months or less have elapsed between the period covered by the recalled review and the Notification of Discovery and Resolution Letter (for example, discovery communicated prior to December 31, 2013), ordinarily, another peer review of the original period (January 1, 2012 to December 31, 2012) should be performed to include the level of service that caused the replacement review. If reviewing a subsequent 12-month period would not include the level of service or engagement(s) in question, then a replacement review of a subsequent period may not be appropriate.

**Example 2. Firm no longer performs similar engagements (Discovery more than 12 months after recalled review year-end—replacement review of subsequent period)**

A firm failed to inform the administering entity or reviewer that it performed a must-select engagement(s) (for example, engagement year end June 30, 2012) for the period under review (for example, January 1, 2012 to December 31, 2012), and the firm no longer performs engagements in the same must-select category after the period covered by the recalled review. If more than 12 months have elapsed between the period covered by the recalled review and the Notification of Discovery and Resolution Letter (for example, discovery communicated after December 31, 2013), ordinarily the reviewer should perform a replacement review of a subsequent period but include the previously omitted engagement(s) within scope. The greater the number of prior year engagements considered, the greater the risk that the results of the review are not reflective of the peer review year covered by the report and the related peer review results. If several engagements were previously omitted, this may prompt re-performance of the peer review of the original period.

**Example 3. Firm continues to perform similar engagements**

A firm failed to inform the administering entity or reviewer that a particular level of service requiring a system review was performed or neglected to disclose that it performed a must-select engagement (for example, engagement year end June 30, 2012) for the period under review (for example, January 1, 2012 to December 31, 2012), and the firm has or will continue to perform similar engagements. The replacement review should include the most recently completed engagement similar to those previously omitted and the period covered should be determined by the firm and the reviewer. The period covered should consider the time elapsed between the period covered by the previous peer review and the Notification of Discovery and Resolution Letter.

In all the preceding examples, the firm’s next peer review will have a due date of three years and six months from the year end of the replacement review.
Recalls of peer reviews that commenced on or after April 1, 2014—

If a firm omits or misrepresents information relating to its accounting and auditing practice resulting in a material departure in the firm’s most recently accepted peer review, the peer review acceptance letter will be recalled. A hearing panel will determine whether the firm’s enrollment in the AICPA Peer Review Program should be terminated. If the hearing panel determines that the firm’s enrollment will not be terminated, at a minimum the hearing panel will require that the firm have a replacement review submitted to the administering entity by the due date which will be approximately 60 days after the hearing panel’s decision. The aforementioned guidance for recalls of peer reviews that commenced prior to April 1, 2014 in this section should be considered for the replacement review. The hearing panel may also make additional considerations and set other criteria related to the replacement peer review.

7. Firm Responsibilities

The firm has the responsibility to notify all parties that might be relying on the peer review documents to discontinue reliance when it is determined that those documents do not comply with standards in all material respects and the peer review documents are recalled. This includes, but is not limited to notification to the state board(s) of accountancy (regardless of agreeing to the waiver), current or potential clients, regulators, enforcement agencies, insurance carriers, or government agencies, if applicable. The firm is also responsible for the removal of the documents from publicly available sources, such as the firm’s website. The firm needs to be aware that firm noncompliance with peer review requirements could affect its ability to meet AICPA membership requirements, as well as licensing and other regulatory requirements.

It is ultimately the firm’s responsibility to have the peer review submitted by the firm’s due date. Therefore, the firm is responsible for hiring a reviewer who understands the importance of the issue and timing for the replacement review.

8. Notification to State Boards of Accountancy

In jurisdictions where peer review is mandatory and state boards are not prohibited from accessing peer review documents, the administering entity should immediately notify the applicable state board(s) of accountancy of changes to information and documents that were previously made available and to contact the firm for further information. Regardless of whether the firm has opted out from peer review document access, the administering entity should inform the applicable state board(s) of the date of acceptance and the period covered by the firm’s most recently accepted review (which is generally the peer review prior to recall) and other information allowed by standards paragraph .146. In addition, a similar communication should be sent when the replacement review is accepted.

9. Additional Considerations by AICPA Staff

In instances where there has been noncompliance with standards or noncooperation on the part of the firm, additional actions that may be considered by the staff include referral to a hearing panel of the board for termination from the AICPA Peer Review Program. The fact that a firm’s enrollment in the AICPA Peer Review Program has been terminated, with or without a hearing, will be published in such form and manner as the AICPA Council may prescribe. A firm’s termination from the program could result in the termination of AICPA membership for all individuals within the firm. For recalled reviews that commenced on or after April 1, 2014 for which the firm’s enrollment is terminated due to the firm omitting or misrepresenting information related to the firm’s accounting and auditing practice, the matter will result in referral to the AICPA Professional Ethics Division for investigation of a possible violation of the AICPA Code of Professional Conduct.

B. Considerations Related to Other Departures That May Change the Peer Review Report

1. Confirmation of Facts by the Reviewer

Awareness of errors or omissions could come from various sources, such as the administering entity, publicly available information, reviewers, staff, or substantiated and reliable sources. If a party other than staff discovers the information, the situation should be immediately communicated to the reviewer. If the information is of such a nature and from such a source that the reviewer would have consid-
ered it during the course of the peer review, the reviewer should, as soon as practicable, undertake measures to determine whether the information is reliable and whether the facts existed during the period covered by the peer review report or as of the date of the peer review report. The reviewer should discuss the situation with the firm and request cooperation in whatever efforts may be necessary to obtain evidence, and determine the relevance and impact on the peer review and related report.

2. Communication With the Administering Entity

If the firm refuses to cooperate with the reviewer in efforts to confirm the facts with regard to relevance to or impact on the peer review, the reviewer should immediately consult with the appropriate administering entity because a failure to cooperate may subject a firm to fair procedures that could result in termination of the firm’s enrollment in the AICPA Peer Review Program (program).

If the subsequently discovered information is found both to be reliable and to have existed as of the date of the peer review report, the reviewer should immediately notify the firm’s administering entity of the situation, provide the evidence, and indicate whether the reviewer reasonably believes that the omission or error may have caused a significant shift in focus in the peer review performance, change in evaluation of results, or change in the peer review documents. Communication from the reviewer should be made in writing and addressed to the peer review committee of the administering entity regardless of whether the administering entity was the source of the information. The situation should be documented in the Notification of Discovery Letter issued by the administering entity on behalf of the committee, addressed to the firm, and copied to the reviewer and staff. Evidence supporting the discovery should be included in the Notification of Discovery Letter. The administering entity should obtain confirmation of receipt indicating that both the firm and reviewer received the Notification of Discovery Letter. The Notification of Discovery Letter informs the firm, reviewer, and administering entity to retain all relevant peer review working papers until the matter is fully resolved or in accordance with the peer review working paper retention period, whichever is later.

3. Reviewer and Committee Considerations of Relevance and Impact

The reviewer and committee should carefully and independently consider the potential impact of the information on the results of the peer review. However, depending on the circumstances, the reviewer should take the lead in the early considerations of relevance and impact due to the reviewer’s familiarity with the situation. The reviewer and committee should take action in accordance with the procedures set out in subsequent paragraphs if the nature and effect of the matter are such that the reviewer and committee believe (a) the peer review procedures, report, or both would have been affected if the information had been known to the reviewer as of the date of the report and (b) persons who may attach importance to the omission or error are currently relying, or are likely to rely, on the peer review report.

Some examples that the reviewer and committee might consider when evaluating whether it is necessary to recall the peer review documents are as follows:

a. If the reviewer can sufficiently conclude that the subsequently discovered information would not have changed the risk assessment or engagement selection, then the reviewer and committee may determine that the peer review report may remain as originally accepted. For instance, it is discovered that an investigation was for a particular partner’s engagement. If the discovery is communicated within the peer review working paper retention period, the reviewer and committee may determine that the recall of peer review documents is not necessary if a similar engagement from that partner was included in the peer review selection. If outside the retention period, the reviewer may consider it appropriate to review a representative engagement or other considerations before reaching a conclusion about whether to recall the peer review report.

b. If the firm had an engagement review performed but neglected to notify the reviewer that the firm performed a level of service for which an engagement was required to be selected, the reviewer should consider the risk related to omitted level of service. For instance, the firm neglected to inform the reviewer that it performed review engagements, and only a compilation and a compilation that omitted substantially all disclosures engagements were selected during the peer review. Engagement data statistics retained by the administering entity may assist in the determination of level of services previously reviewed if discovery is beyond the peer review working paper retention pe-
riod. The reviewer may consider it appropriate to review an engagement from the previously omitted level of service before reaching a conclusion about whether to recall the peer review report. The reviewer may determine that the peer review report should not be recalled if there are no deficiencies related to the omitted level of service.

The reviewer and firm should consult with the administering entity to determine implications and possible resolutions. The reviewer should inform the administering entity of his or her decision prior to informing the firm of a decision to recall the peer review report. If, after careful consideration, the reviewer determines that the omission or error would have caused a significant change in the planning, performance, evaluation of results, or peer review documents, the reviewer may decide to recall the peer review report. The reviewer’s considerations and final determinations should be communicated to the administering entity and firm promptly and in writing, but no later than 30 days from the date of the Notification of Discovery letter, regardless of a final decision to uphold or recall the previously issued peer review report. A reviewer’s failure to respond promptly within the indicated time period could be considered a matter of noncooperation.

4. **Recall of Peer Review Documents**

If the reviewer decides to recall the peer review report, the committee of the administering entity must recall its related acceptance letter because such acceptance is not effective without the underlying report. The firm has the ability to disagree with the reviewer and the committee’s decision and should follow the procedures in chapter 7, “Consultations and Disagreements,” of the *Report Acceptance Body Handbook* and express its disagreement in writing to the committee of the administering entity.

The decision to recall the peer review documents and confirmation of the firm’s plan to resolve the matter and fulfill its peer review requirement should be discussed, documented, and communicated in the Notification of Acceptance Recall Letter from the administering entity on behalf of the committee, addressed to the firm, and copied to the reviewer and staff as soon as practicable. The due dates and guidelines for the proposed resolution procedures should be included in the communication from the administering entity. Generally, when the reviewer recalls the peer review report, a replacement peer review should be performed and documents submitted to the administering entity for technical review and committee acceptance considerations within 90 days of the date of the Notification of Acceptance Recall Letter. The agreement should also include acknowledgment of the firm’s responsibility to communicate the recall to the state board of accountancy and any other parties relying on previously accepted peer review documents, including, but not limited to, regulators, enforcement agencies, or government agencies. The appropriate representative of the firm must sign the Notification of Acceptance Recall letter and return it to the administering entity evidencing the firm’s agreement to the terms. If the firm does not sign and return the agreement within 30 days of the date of the Notification of Acceptance Recall Letter, this will be considered noncooperation and will not delay the recall of the peer review documents, unless the firm has provided notification of a disagreement in accordance with chapter 7 of the *Report Acceptance Body Handbook*.

5. **Recall and Resolutions If Discovery Is Within 120 Days of Peer Review Completion**

The reviewer is expected to retain peer review documentation in accordance with the peer review working paper retention policy. Therefore, if the discovery and communication to the administering entity (prompting the Notification of Discovery Letter) occurs within 120 days of the peer review completion date, there is an option to have the original reviewer recall the peer review report and perform additional procedures for the purpose of issuing a revised report. The original reviewer should be willing, qualified, and able to submit the revised report and working papers to the administering entity for acceptance by the established due date, which is generally within 90 days of the date of the Notification of Acceptance Recall Letter. Alternatively, the firm, in consultation with the administering entity, may have a replacement review of the same period or a subsequent period.

If the original reviewer decides to recall the previous report and reissue a revised report, the revised report should be dated as of the date the reviewer obtained enough evidence to conclude on the results of the review with consideration of the newly discovered information and communicates those results to the firm (new exit conference date). There should not be a reference in the revised peer review report to the previously issued and recalled report.
In addition to submitting the revised peer review report to the administering entity, the reviewer should also submit any pertinent additional peer review documentation, including at a minimum, a revised Summary Review Memorandum (system reviews) or a memo detailing the situation, reviewer’s additional considerations, conclusions, and changes to engagement data statistics. The revised Summary Review Memorandum (system reviews) or memo should address the omission or error in detail and fully explain the impact and conclusion on significant peer review aspects, including changes in risk assessment, engagement selection, procedures, evaluation and elevation of matters, recommendations, or report rating. The reviewer should submit peer review documentation that was significantly changed as a result of additional procedures that would ordinarily be submitted to the administering entity for acceptance in accordance with the guidance. The reviewer must evaluate the systemic cause for the error or omission and, at a minimum, prepare a MFC form. Further evaluation of the systemic cause could lead to a FFC or deficiency in the report. In addition, the reviewer should also request a representation letter from the firm specifically addressing the circumstances previously omitted or provided in error.

The revised peer review documents and working papers should be subjected to technical review prior to presentation to the RAB. Such information should be considered in conjunction with the previously submitted and retained peer review documents and working papers that were not revised as well as the previous technical reviewer’s checklist.

6. Recall and Resolutions If Discovery Is More Than 120 Days After Peer Review Completion

The reviewer is expected to retain peer review documentation in accordance with the peer review working paper retention policy. Therefore, if the Notification of Discovery Letter is sent more than 120 days after the completion of the peer review, the firm should have a replacement review performed by a qualified reviewer. The reviewer should perform the review in accordance with guidance and submit the working papers to the administering entity by the established due date, which is generally within 90 days of the date of the Notification of Acceptance Recall letter.

The firm and approved reviewer should decide whether the replacement review should cover the same period or a subsequent period to address concerns about the previously omitted engagement(s) or information. The firm and approved reviewer should consider such factors as the significance and risk(s) related to the omitted information or engagement(s) or subsequently completed engagement(s), time elapsed, and the established due date of the firm’s replacement review. The administering entity may also be consulted to determine the peer review period that should be covered.

If the replacement review is a system review, the reviewer must evaluate the systemic cause for the error or omission and, at a minimum, prepare a MFC form. Further evaluation of the systemic cause could lead to a FFC or deficiency in the report.

Regardless of the period covered by the replacement review, the firm and reviewer are expected to abide by the due date established by the administering entity, which should be 90 days from the date of the Notification of Acceptance Recall Letter. Therefore the peer review period covered should be reflective of engagements that the firm reasonably expects to complete before the firm’s due date. The firm’s next peer review will have a due date of three years and six months from the year end of the replacement review.

7. Reviewer Decides Not to Voluntarily Recall Peer Review Report

If, after careful consideration, the reviewer decides not to recall the peer review report, the reviewer should summarize his or her basis for conclusion and promptly communicate the results to the committee and firm, but no later than 30 days from the date of the Notification of Discovery Letter. If the committee agrees with the reviewer’s determination, the administering entity should send the firm a Notification of Discovery Closure Letter to the firm (copied to reviewer and staff), notifying the firm that the matter is considered closed and no further action will be taken regarding the previously accepted peer review documents.

If the committee has substantial reason to question the reviewer’s decision not to recall the report, then the committee may undertake further measures. The committee (or individual designated by the committee) should consult with staff, evaluate the circumstances, and determine whether the peer review
acceptance letter should be recalled notwithstanding the reviewer’s decision. If the committee decides to recall the acceptance letter confirmation of the firm’s plan to have the report reissued or to have another review performed, it should be documented in a Notification of Acceptance Recall letter from the administering entity on behalf of the committee, addressed to the firm, and copied to the reviewer and staff.

The committee should consider the following scenarios depending on the timing of the discovery of the omission or error:

a. Committee Considerations When Reviewer Decides Not to Recall the Peer Review Report—Discovery Within 120 Days of Peer Review Completion

If the committee has substantial reason to believe that the reviewer’s decision not to recall the previously accepted peer review report may be inappropriate, the committee should consider notifying the firm, consult with staff, and determine the most appropriate action. The committee may decide that (onsite or offsite) additional procedures should be performed by an individual acceptable to the committee to determine if the decision not to recall the report is appropriate. This could include partial or full working paper additional procedures covering all related documents underlying the peer review. Although the peer review would have already been performed, the additional procedures can still be performed afterwards with the cooperation of the firm and reviewer in either providing or forwarding requested items to the person(s) performing the additional procedures. The additional procedures should be performed as soon as reasonably practical but should commence not later than 30 days following the reviewer’s communication of a decision not to recall the peer review report.

The individual performing additional procedures should approach the review with a higher degree of skepticism with regard to the error or omissions and determine whether he or she was able to overcome concerns about the omissions or error. The individual performing additional procedures should fully report on these procedures to the committee.

i. If the results of the additional procedures are consistent with the documents previously accepted for the review, the committee should allow the peer review documents to remain as originally accepted.

ii. However, if the additional procedures results indicate that a substantially different peer review report (change in report rating, scope, or deficiencies identified) should have been issued as a result of the discovered error or omission, then the committee should consider recalling the previously accepted peer review documents. The administering entity should notify the reviewer of the results of the additional procedures and committee’s conclusion. The committee (or individual designated by the committee) should also discuss the results with the firm. If the committee recalls the acceptance letter, the administering entity should communicate terms of the replacement review by a qualified reviewer following the guidance in section B.5.

b. Committee Considerations When Reviewer Decides Not to Recall the Peer Review Report—Discovery More Than 120 Days After Peer Review Completion

If the Notification of Discovery Letter is sent more than 120 days after completion of the peer review, and the reviewer decides not to recall the peer review report, then the committee should discuss the potential implications of the omission or error and should consult with staff. If, after careful consideration and its own assessment, the committee disagrees with the reviewer’s conclusion not to recall the peer review report, the committee should independently consider recalling the peer review acceptance letter. The committee of the administering entity should thoroughly document its considerations and reasons for recalling the peer review documents and related acceptance in opposition to the reviewer’s determination.

The administering entity should notify the reviewer of the committee’s decision to recall acceptance and consult with the firm to determine if or when the firm should have another review performed. See section 6 for procedures for recalling peer review documents when discovery is more than 120 days after peer review completion.
8. **Firm Responsibilities**

The firm has the responsibility to notify all parties that might be relying on the peer review documents to discontinue reliance when it is determined that the peer review report or acceptance letter is recalled. This includes, but is not limited to notification to the state board(s) of accountancy, current or potential clients, regulators, enforcement agencies, insurance companies, or government agencies. The firm is also responsible for the removal of the documents from publicly available sources. The firm needs to be aware that firm noncompliance with peer review requirements could affect its ability to meet AICPA membership requirements, as well as licensing and other regulatory requirements.

It is ultimately the firm’s responsibility to have the peer review submitted by the firm’s due date. Therefore, the firm is responsible for hiring a reviewer who understands the importance of the issue and timing for the replacement review.

9. **Notification to State Boards of Accountancy If Peer Review Documents Are Recalled**

In jurisdictions where peer review is mandatory and state boards are not prohibited from accessing peer review documents, the administering entity should promptly notify the applicable state board(s) of information and documents that were previously made available and to contact the firm for further information. Regardless of whether the firm has opted out from peer review document access, the administering entity should inform the applicable state board(s) of the date of acceptance and the period covered by the firm’s most recently accepted review (which is generally the peer review prior to recall) and other information allowed by standards paragraph .146. If the reviewer and committee determine that the omission or error does not result in a material departure from standards and the documents should not be recalled, the administering entity should not notify the state board(s) of accountancy regarding the discovery of the error or omission.

10. **Additional Considerations by Peer Review Committee or AICPA Staff**

In instances in which the committee believes that there has been noncompliance with standards or non-cooperation on the part of the firm, additional actions that may be considered by the committee or staff include referral to a hearing panel of the board for termination from the program. The fact that a firm’s enrollment in the program has been terminated, with or without a hearing, will be published in such form and manner as the AICPA Council may prescribe. A firm’s termination from the program could result in the termination of AICPA membership for all individuals within the firm. Depending on the circumstances, if the firm’s enrollment is terminated through such procedures, staff may make a referral to the AICPA’s Professional Ethics Division for individuals who may have violated the Code of Professional Conduct.

C. **Reviewer or Reviewing Firm Qualifications Not Met**

1. **Notification of Reviewer Disqualification by AICPA Staff**

Reviewers are responsible for complying with the guidance of the program throughout the entire peer review process. This includes communicating with appropriate parties regarding information that could affect the performance or results of the peer review. Fulfilling all reviewer responsibilities is required as a matter of cooperation with the administering entity, peer review committee (committee), the AICPA Peer Review Board (board), and AICPA staff (staff).

The standards (sec. 1000 par. .31–.34) and related interpretations discuss the minimum requirements an individual must meet and maintain in order to fulfill reviewer qualifications. If the reviewer does not meet one or more of the qualifications, the reviewer may be ineligible to schedule or perform reviews for all administering entities. In addition, an individual may not serve as a peer reviewer if his or her ability to practice public accounting has been limited or restricted in any way by the regulatory body beginning on the date he or she is notified by the regulatory body of the limitation or restriction, until it has been removed.

At the time that a peer review is approved for scheduling, it is presumed through information available to the administering entity and AICPA staff and representations made by the reviewer (or evidence to the contrary) that the reviewer is qualified to perform the review and will continue to be qualified at
commencement and throughout the performance of the peer review and issuance of the report. It is the
reviewer’s responsibility to notify the AICPA or administering entity of any changes in those qualifica-
tions. In addition, AICPA staff and administering entities should monitor certain peer reviewer qualifi-
cations.

When it comes to the attention of AICPA staff that a reviewer does not meet the qualifications to per-
form peer reviews, AICPA staff will notify the reviewer and the applicable administering entity in
accordance with the procedures in chapter 8, “Reviewer Qualifications, Responsibilities, and Perfor-
mance,” of this handbook. AICPA staff will perform a preliminary analysis to determine the reviews
accepted by a committee, which may have been performed when the reviewer was not qualified. Staff
will notify the applicable administering entity in such cases. The committee of the applicable adminis-
tering entity should evaluate to determine actions that should be taken with regard to reviews which
were accepted when the reviewer was ineligible. This section provides guidance in situations in which
it may be necessary for the reviewer or committee to consider recalling previously accepted peer review
documents when it is subsequently discovered that the reviewer was not qualified or was not eligible to
perform the peer review.

2. Communication With the Administering Entity

If it is determined that the reviewer failed to meet general peer reviewer qualifications or was limited or
restricted in any way from practicing public accounting (or peer review) by a regulatory, monitoring, or
enforcement body at the time that a peer review was performed and report issued and such report has
been accepted by the committee, the reviewer and committee should consider which qualifications were
not met and the impact that disqualification may have had on the performance by the reviewer or the
reviewer’s ability to issue a peer review report. If the committee determines that the matters that dis-
qualified the reviewer affected the reviewer’s performance or ability to issue a peer review report, the
committee (or individual designated by the committee) should contact staff to discuss the impact of the
disqualification on any peer reviews accepted during the subject time frame. Staff may consult with le-
gal counsel.

The committee and staff should consider the composition and qualifications of the full peer review
team, as applicable, and which segments of the peer review may have been impacted by the disqualified
reviewer. The committee (or individual designated by the committee) should consult with appropriate
members of the review team, if applicable, and consider whether another suitably qualified reviewer on
the review team performed or is able to perform sufficient procedures to overcome the concerns over the
disqualified reviewer. If the concerns cannot be overcome with the procedures already performed by the
review team, the situation should be documented in a Notification of Reviewer Disqualification letter
from the administering entity on behalf of the committee, addressed to the reviewer, and copied to staff.

3. Reviewer and Committee Considerations of Relevance and Impact

The reviewer and committee should carefully and independently consider the potential impact of the in-
formation on the results of any peer reviews performed when the reviewer was not eligible to perform
peer reviews. The reviewer should consider whether to voluntarily recall peer review reports issued
when the reviewer was not qualified and notify the administering entity and affected reviewed firms.
The reviewer must inform the administering entity of his or her decision prior to informing the firm of
a decision to recall the peer review report. The reviewer’s considerations and final determinations about
whether to recall a peer review report should be communicated to the administering entity and firm
promptly, but no later than 30 days from the date of the Notification of Reviewer Disqualification let-
ter, regardless of the final decision to uphold or recall the previously issued and accepted peer review
report. A reviewer’s failure to respond promptly within the indicated time period could be considered a
matter of noncooperation.

4. Recall of Peer Review Documents

If, after careful consideration, the reviewer determines that the reviewer disqualification would have
caused a significant change in the planning, performance, evaluation of results, or peer review docu-
ments the reviewer may voluntarily decide to recall the peer review report. The reviewer must summa-
rize his or her basis for conclusion and communicate the results to the committee and reviewed firm
5. Reviewer Decides Not to Voluntarily Recall Peer Review Report

If, after careful consideration, the reviewer determines that the reviewer’s disqualification would not have caused a significant change in the planning, performance, evaluation of results, or peer review documents, then the reviewer must summarize his or her basis for conclusion and communicate the results to the committee promptly, but no later than 30 days from the date of the Notification of Reviewer Disqualification letter. The basis for conclusion should be retained by the reviewer and administering entity in accordance with the peer review working paper retention period, which is 120 days after the peer review is completed. In the case of recall considerations, the peer review completion timeline would be triggered by notification of the committee’s final resolution of the matter that prompted the recall considerations. If the reviewer decides to recall the peer review report, the committee of the administering entity must likewise rescind its related acceptance letter because such acceptance is not effective without the underlying report. The reviewer and administering entity should advise the reviewed firm to consider the firm’s responsibilities to notify and recall those peer review documents from parties that might reasonably place a reliance on such documents, including notification of the recalled acceptance of the peer review documents to the state board of accountancy, or other regulatory, monitoring, or enforcement bodies.

If an acceptance letter of the peer review is recalled, the committee (or individual designated by the committee) should consult with the reviewed firm to determine if and when the firm should have a replacement review performed. A replacement review is another peer review that takes the place of a previous review for which peer review documents have been recalled. In determining whether to submit to another peer review, the reviewed firm and committee should consider AICPA or other voluntary membership organization requirements, licensure requirements of the state boards of accountancy, and other regulatory requirements that may be reliant upon a validly accepted peer review.

The determination to recall the acceptance of the peer review and confirmation of the firm’s plan to have the report reissued or another review performed should be discussed, documented, and communicated in the Notification of Acceptance Recall letter from the administering entity on behalf of the committee, addressed to the firm, and copied to the reviewer and staff. This communication should be made as soon as practicable. The due dates and guidelines for the proposed resolution procedures should be included in the communication from the administering entity. This agreement should also include acknowledgment of the reviewed firm’s responsibility to communicate the recall to the state board of accountancy and any other parties relying on previously accepted peer review documents, including, but not limited to, other regulatory, monitoring, or enforcement bodies. Additionally, for states that have statutes allowing state boards of accountancy access to peer review documents, unless the firm has opted-out of the Facilitated State Board Access process, the administering entity may notify the state board of accountancy that access to documents previously made available has been removed and to contact the firm for further information. If the firm does not sign and return the agreement within 30 days of the date of the Notification of Acceptance Recall letter, this will be considered noncooperation and will not delay the recall of the peer review documents, unless the firm has provided notification of a disagreement in accordance with chapter 7 of the Report Acceptance Body Handbook.

5. Reviewer Decides Not to Voluntarily Recall Peer Review Report

If, after careful consideration, the reviewer determines that the reviewer’s disqualification would not have caused a significant change in the planning, performance, evaluation of results, or peer review documents, then the reviewer must summarize his or her basis for conclusion and communicate the results to the committee promptly, but no later than 30 days from the date of the Notification of Reviewer Disqualification letter. The basis for conclusion should be retained by the reviewer and administering entity in accordance with the peer review working paper retention period, which is 120 days after the peer review is completed. In the case of recall considerations, the peer review completion timeline would be triggered by notification of the committee’s final resolution of the matter that prompted the recall considerations. If the reviewer does not voluntarily decide to recall any affected peer review reports (or notify the administering entity of the decision within 30 days of the date of the Notification of Reviewer Disqualification letter), the committee (or individual designated by the committee) should consult with staff, evaluate the circumstances, and determine whether the peer review acceptance letter should be recalled notwithstanding the reviewer’s decision. The committee (or individual designated by the committee) may discuss the situation with the reviewed firm. Discussions should include the committee’s inability to overcome the concerns about the impact of the reviewer’s disqualification on the firm’s peer review. Discussions should also include the possible ramifications for the existence of a peer review report issued by a disqualified reviewer and a suggestion that the reviewer and firm consult with their legal counsel. If the committee deems it appropriate (based on the following guidance), it should consider recall of the peer review acceptance letter, which would invalidate the underlying peer
review report, because it creates a situation in which the firm’s peer review documents are no longer accepted by the administering entity. The administering entity should thoroughly document any considerations and conclusions reached regarding communications and determinations reached for reviews affected by a reviewer’s disqualification.

The following scenarios should be considered by the committee depending on the timing of the discovery of the reviewer’s disqualification:

a. Committee Considerations When Reviewer Decides Not to Recall the Peer Review Report—Reviewer Disqualification Is Discovered Within 120 Days of Peer Review Completion

Prior to sending the reviewer the Notification of Reviewer Disqualification letter, the committee should determine the facts and evaluate whether concerns about the reviewer’s disqualification can be overcome. If the discovery of the reviewer’s disqualification occurs within the peer review working paper retention period (120 days after the completion of the peer review), the administering entity should inform the reviewer to retain any working papers for the specific peer review(s) until the matter is fully resolved or in accordance with the peer review working paper retention policy, whichever is later. If the committee determines that the disqualification may have had an impact on the performance by the reviewer or the reviewer’s ability to issue a peer review report, the committee should consider requesting (onsite or offsite) additional procedures by an individual acceptable to the committee, possibly at the disqualified reviewer’s expense. This could include partial or full working paper additional procedures covering all related documents underlying the peer review or limited to certain aspects affected by the disqualified reviewer, if there was more than one reviewer on the review team. Although the review would have already been performed, the additional procedures can still be performed afterwards with the cooperation of the reviewed firm and reviewer in either providing or forwarding requested items to the individual(s) performing the additional procedures. The additional procedures should be conducted as soon as reasonably practical but should commence not later than 30 days following the reviewer’s communication of a decision not to recall the peer review report.

The individual performing additional procedures should approach the review with a higher degree of skepticism with regard to the reasons for the reviewer’s ineligibility and carefully consider the effect of the ineligibility on the reviewer’s ability to perform and report on the review. Based on his or her procedures, the individual performing additional procedures should fully report on these procedures to the committee, including whether they were able to overcome concerns over the reviewer’s qualifications during the performance of the review.

i. If the results of additional procedures are consistent with the documents previously accepted for the review, the committee should consider allowing the review to remain as originally accepted.

ii. However, if the results of additional procedures indicate that a substantially different report (report rating, scope, must-select industries, or deficiencies identified) should have been issued, or the concern about the reviewer’s disqualification is so pervasive that additional procedures cannot overcome the concerns, then the committee should consider recall of the previously accepted peer review documents. The committee (or individual designated by the committee) should consult with the reviewed firm to determine whether the firm should undergo another full peer review performed by a qualified reviewer approved by the administering entity. This peer review could cover the same period or, depending on the timing or other factors, could cover a subsequent period. The committee’s decision to recall the acceptance letter and confirmation of the firm’s plan to have another review performed should be documented in a Notification of Acceptance Recall letter from the administering entity on behalf of the committee, addressed to the firm, and copied to the reviewer and staff. If the reviewed firm agrees to have the review reperformed, the due date for the peer review should ordinarily be 90 days from the date of the Notification of Acceptance Recall letter. If the firm elects to have a replacement review of a subsequent period the administering entity will determine an appropriate due date based on the circumstances.
b. Committee Considerations When Reviewer Decides Not to Recall the Peer Review Report—Reviewer Disqualification Is Discovered More Than 120 Days After Peer Review Completion

If the discovery of the reviewer’s disqualification occurs outside of the peer review working paper retention period (120 days after the completion of the peer review), the reviewer decides not to recall the peer review report, and the committee is unable to overcome concerns about the reviewer’s disqualification and impact on the review, then the committee (or individual designated by the committee) should consult with AICPA staff to decide whether to recall the peer review documents. If acceptance is recalled, the committee (or individual designated by the committee) will consult with the reviewed firm to determine whether the firm should undergo a full peer review performed by a qualified reviewer approved by the administering entity. This peer review could cover the same period or, depending on the timing or other factors, could cover a subsequent period.

The committee’s decision to recall acceptance and confirmation of the firm’s plan to undergo another review performed by a qualified reviewer should be documented in a Notification of Acceptance Recall letter from the administering entity on behalf of the committee, addressed to the firm, and copied to the reviewer and staff. If the reviewed firm agrees to have the review re-performed, ordinarily the due date for the peer review should be 90 days from the date of the Notification of Acceptance Recall letter. If the firm elects to have a replacement review of a subsequent period, the administering entity should determine an appropriate due date based on the circumstances.

6. Additional Considerations by AICPA Staff and Board

In instances in which the reviewer was determined to be ineligible to perform reviews staff should follow the fair procedures guidance in chapter 8 of this handbook. If the reviewer has limitations or restrictions, such guidance references Interpretation No. 34-2 which states that if a reviewer or reviewing firm fails to notify the relevant administering entity, AICPA technical staff, or both as applicable, of such allegations or investigations, limitations or restrictions, or both, within the specified time requirements of “prior to being engaged to perform a peer review, or immediately, (if after engaged),” the reviewer or reviewing firm is not cooperating with the program. The board will consider and investigate, as deemed necessary, what actions should be taken in the specific circumstances. These actions may include, but are not limited to, onsite oversight at the reviewer’s expense or permanent removal from the list of qualified peer reviewers. Depending on the circumstances, the staff may make a referral to the AICPA’s Professional Ethics Division for individuals who may have violated the Code of Professional Conduct.
CHAPTER 4

Objectives, Overview of System Review Process, and Evaluation and Acceptance of System Reviews

The purpose of this chapter is to assist reviewers and committee members in understanding certain aspects of the systemic approach and how findings are handled in the reporting model and outside of the reporting model (Findings for Further Consideration [FFC] forms). This chapter is not designed for the purpose of teaching reviewers how to perform a System Review. It may also assist them in understanding certain aspects of the systemic approach and how findings are expected to be handled.

I. Objectives of a System Review

A System Review is intended to provide the reviewer with a reasonable basis for expressing an opinion on whether, during the year under review

A. the reviewed firm’s system of quality control for its accounting and auditing practice has been designed in accordance with quality control standards established by the AICPA (Statement on Quality Control Standards (SQCS) No. 8, A Firm’s System of Quality Control (Redrafted) [AICPA, Professional Standards, QC sec. 10]).

B. the reviewed firm’s quality control policies and procedures were being complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects.

II. Expanded Overview of Objectives on a System Review and Where Team Captains and Report Acceptance Bodies Need to Focus

The focus of a System Review is on the design and compliance with the firm’s system of quality control. This requires the team captain to get a sufficient understanding of the firm’s system of quality control (for all of the elements discussed in the SQCS No. 8) and by performing a variety of procedures to determine if the system is designed appropriately and the firm’s degree of compliance is acceptable. The focus is not simply determining how many engagements do not conform with professional standards in all materials respects. Reviewing an audit using the audit engagement checklist and determining that because there are multiple “no” answers to checklist questions (and that, as a result, the audit was not performed in accordance with professional standards in all material respects) when viewed non-systemically, usually tells the reviewer absolutely nothing about the firm’s system of quality control. Team captains must understand the firm’s system of quality control and assess where the firm’s risks are initially to evaluate the appropriate engagement; office and partner selections; and (for any such situations like on the audit engagement mentioned) determine the underlying systemic cause of the problems.

If the firm tells the team captain that it was unaware of a new audit or accounting standard, that probably explains much about the design (or lack thereof) of the firm’s system of quality control, or the firm’s compliance with an acceptably designed system, and should be more than a hint about what else the team captain may discover.

If through interviewing the leadership of the firm and its staff, the team captain determines that the leadership in the firm has done nothing to promote an internal culture recognizing that quality is essential in performing engagements, and there are no established policies to support that culture, then the firm’s system of quality control is not designed appropriately in accordance with professional standards.

These are just two examples where firms have problems with their systems of quality control. More often, a firm has an appropriately designed system of quality control but fails to comply with that system and, as a result of its noncompliance, one or more engagements are not performed in accordance with professional standards. Much too frequently, although team captains identify what the firm’s policies and procedures are and identify the problems on engagements, they fail to make the link about why engagement problems occurred or were undetected, or both, in the firm’s review procedures (the underlying systemic reasons for the problems). Report acceptance bodies (RABs) are responsible for ensuring that the team captain has performed the peer
review in accordance with the standards, and this includes ensuring team captains have identified the “why” (systemic causes) before a System Review is accepted.

Conceptually, the peer review standards have always focused on the system of quality control. Proper application of the standards assists team captains in evaluating what they find and, as a result, the type of report to issue. This is a difficult process that always requires professional judgment, but there is an expectation that team captains will determine why a firm is not complying with professional standards in all material respects, in each circumstance where it is reasonably possible to do so. Based on the answers to these systemic oriented inquiries, the team captain is led through the thought process of how the identified systemic issues affect the nature of the peer review report. This synthesis process is also critical to facilitate a fair and more consistent evaluation of peer review results.

III. System Review Process

It is critical that peer reviewers and RAB members have the same understanding of the process. Paragraph 38 of the standards contains an outline, which isn’t necessarily all inclusive, of the procedures that should be included in the review.

A. Key components of a System Review include the planning considerations (sec. 1000 par. .39–.40), understanding the firm’s accounting and auditing practice and system of quality control (sec. 1000 par. .41–.45), understanding and assessing peer review risk factors (sec. 1000 par. .46–.52) and planning and performing compliance tests (sec. 1000 par. .53–.68).

B. A broad understanding of the peer review process, from the preliminary evaluation of the design of the system of quality control, to the tests of compliance, to the decision making process of determining whether an item noted during a System Review is a matter, finding, deficiency, or significant deficiency, is shown in paragraph 71 (exhibit A) of the standards. Exhibit A also illustrates the aggregation of these items, where those items are documented in the practice aids, and how they might affect the type of report issued. Exhibit A of the standards is included as exhibit 4-1 of this chapter. Another tool to assist you in understanding the peer review process is the model at exhibit 4-1a.

C. Identifying Matters, Findings, Deficiencies, and Significant Deficiencies

In understanding the firm’s system of quality control, the team captain may note that the system is not designed appropriately. Similarly, the performance of compliance tests may uncover that the system is not being complied with appropriately or may identify a design weakness that was not identified during the planning of the peer review (sec. 1000 par. .69). It is extremely important for the team captain to (1) determine if the firm’s system of quality control is designed appropriately and (2) be able to link what is identified in compliance tests to why (underlying systemic cause) the matters that developed and went unresolved during the engagement.

Determining the relative importance of matters noted during the peer review, individually or combined with others, requires professional judgment (sec. 1000 par. .70) and is critical in ultimately determining the type of report to issue.

The descriptions that follow, used in conjunction with practice aids (that is, MFC, DMFC, and FFC forms) to document these items, when applicable, are intended to assist in aggregating and evaluating the peer review results, concluding on them, and determining the nature of the peer review report to issue (sec. 1000 par. .70). This should not be confused with the concept of aggregating “no” answers on a specific engagement to determine whether an engagement was performed and reported on in conformity with professional standards in all material respects.

D. Definitions to Assist with Classifying Peer Review Results

Each matter is evaluated in a sequential process to determine if it should be raised to the next level. This means that all items start out as matters and are evaluated individually and in aggregate to see if it qualifies to be considered for the next level. Matters are evaluated to see if they become findings, then findings are evaluated to see if they become deficiencies, and deficiencies are evaluated to see if they become significant deficiencies.
Because this is critical in determining the type of report to issue and to facilitate a consistent peer review process, the following definitions apply:

1. A peer reviewer notes a **matter** as a result of his or her evaluation of the design of the reviewed firm’s system of quality control or tests of compliance, or both, with it. Tests of compliance include inspection, inquiry, and observation performed by reviewing engagements and testing other aspects of the reviewed firm’s system of quality control. Matters are typically one or more “no” answers to questions in a peer review questionnaire(s) that a reviewer concludes warrant further consideration in the evaluation of a firm’s system of quality control. A matter is documented on a MFC form (sec. 3100 par. .70a).

2. A **finding** is one or more related matters that result from a condition in the reviewed firm’s system of quality control or compliance with it such that there is more than a remote possibility that the reviewed firm would not perform or report in conformity with applicable professional standards. A peer reviewer must subsequently conclude whether one or more findings are a deficiency or significant deficiency. If the peer reviewer concludes that no finding, individually or combined with others, rises to the level of deficiency or significant deficiency, a report rating of **pass** is appropriate. A finding not rising to the level of a deficiency or significant deficiency is documented on a Finding for Further Consideration (FFC) form (sec. 1000 par. .70b).

   *It is very important to note that a finding now has systemic definition (whereas a matter does not have a systemic definition) and is a very critical threshold. Findings (which are ultimately determined not to be deficiencies) are not addressed in the peer review report.*

3. A **deficiency** is one or more findings that the peer reviewer has concluded that, due to the nature, causes, pattern, or pervasiveness, including the relative importance of the finding to the reviewed firm’s system of quality control taken as a whole, could create a situation in which the firm would not have reasonable assurance of performing or reporting in conformity with applicable professional standards in one or more important respects. It is not a significant deficiency if the peer reviewer has concluded that except for the deficiency or deficiencies, the reviewed firm has reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Such deficiencies are communicated in a report with a peer review rating of **pass with deficiencies** (sec. 1000 par. .70c).

4. A **significant deficiency** is one or more deficiencies that the peer reviewer has concluded results from a condition in the reviewed firm’s system of quality control or compliance with it such that the reviewed firm’s system of quality control taken as a whole does not provide the reviewed firm with reasonable assurance of performing or reporting in conformity with applicable professional standards in all material respects. Such deficiencies are communicated in a report with a peer rating of **fail** (sec. 1000 par. .70d).

Exhibit 4-1 illustrates the aggregation of these items, where items are documented in the practice aids, and how they might affect the type of report issued. Exhibit 4-1a gives an illustration of the thought process a team captain might go through in the aggregation and systemic evaluation of matters noted on a System Review and the determination of the type of report to issue.

**E. Type of Matters in a System Review**

**Design matters.** A design matter exists when the reviewed firm’s system of quality control is missing a quality control policy or procedure or the reviewed firm’s existing quality control policies and procedures, even if fully complied with, would not result in engagements performed or reported on in accordance with professional standards in some respect (sec. 1000 par. .77).

**Compliance matters.** A compliance matter exists when a properly designed quality control policy or procedure does not operate as designed because of the failure of the personnel of the reviewed firm to comply with it. Because a variance in individual performance and professional interpretation will affect the degree of compliance, adherence to all policies and procedures in every case generally is not possible. However, the degree of compliance by the personnel of the reviewed firm with its prescribed quality control policies and procedures should be adequate to provide the reviewed firm with reasonable
assurance of performing and reporting in conformity with applicable professional standards in all material respects (sec. 1000 par. .80).

F. Consideration of Nature, Causes, Pattern, and Pervasiveness of Matters

The review team must consider the pattern and pervasiveness of matters and their implications for compliance with the firm’s system of quality control as a whole, in addition to their nature, causes, and relative importance in the specific circumstances in which they were observed (sec. 1000 par. .86).

1. Determination of Why the Matters Occurred (the underlying systemic cause)

The review team’s first task is to try to determine why the matters occurred. Causes that might be systemic and might affect the type of peer review report issued include, but are not limited to, the following (sec. 1000 par. .83):

a. The failure related to a specialized industry practice, and the firm had no experience in that industry and made no attempt to acquire training in the industry or to obtain appropriate consultation and assistance (sec. 1000 par. .83a).

b. The failure related to an issue covered by a recent professional pronouncement, and the firm had failed to identify, through professional development programs or appropriate supervision, the relevance of that pronouncement to its practice (sec. 1000 par. .83b).

c. The failure should have been detected if the firm’s quality control policies and procedures had been followed (sec. 1000 par. .83c).

d. The failure should have been detected by the application of quality control policies and procedures commonly found in firms similar in size or nature of practice. That judgment can often be made by the reviewer based on personal experience or knowledge. In some cases, the reviewer will wish to consult with the administering entity before reaching such a conclusion (sec. 1000 par. .83d).

2. Pattern and Pervasiveness of Matters

In some cases, there may be a pattern of noncompliance with a quality control policy or procedure such as when firm policy requires the completion of a financial statement disclosure checklist, but such checklists often were not used or relevant questions or points were incorrectly considered. That increases the possibility that the firm might not perform or report in conformity with applicable professional standards in all material respects, which also means that the reviewer must consider carefully whether the matter(s) individually or in the aggregate is to issue a peer review report with a peer review rating of pass with deficiencies or fail. On the other hand, the types of matters noted may be individually different, not individually significant, and not directly traceable to the design of or compliance with a particular quality control policy or procedure. This may lead the reviewer to the conclusion that the matters were isolated cases of human error that should not result in a peer review report with a peer review rating of pass with deficiencies or fail (sec. 1000 par. .86) and, accordingly, a report with a peer review rating of pass is appropriate.

G. Evaluation and Consideration of Deficiencies and Findings Identified in the Firm’s Previous System Review

Repeat deficiencies are those deficiencies or significant deficiencies that were identified in the current report that were also noted in the report issued on the firm’s previous review. A “repeat” determination is based on the underlying systemic cause of the deficiencies or significant deficiencies. The preceding also applies when the deficiency or significant deficiency noted during the current review was caused by the same system of quality control weakness noted on a FFC form in the prior review. A repeat finding is one or more related matters that result from a condition in the reviewed firm’s system of quality control or compliance with it that is noted during the current review and also on a FFC form in the prior peer review.

7 Wording should always say, “This deficiency [or significant deficiency, as applicable] was noted in the firm’s previous peer review(s).”
1. For potential repeat deficiencies, if corrective actions have been implemented and the same deficiency or significant deficiency is occurring, the review team should determine the weakness in the firm’s system of quality control that is causing the deficiency or significant deficiency to occur. In this case, if the prior corrective actions appear to be effective, the deficiency or significant deficiency may be caused by some other weakness in the firm’s system of quality control. If the underlying cause of the deficiency or significant deficiency is different from that reported in the prior review, it would not be a repeat.

The preceding also applies when the deficiency or significant deficiency noted during the current review was caused by the same system of quality control weakness noted on a FFC form in the prior review. The team captain should consider if the firm’s planned actions to remediate the prior review findings were implemented, including implementation plans or those discussed in the firm’s response on the FFC form. If the prior remedial actions appear to be effective, the current deficiency may be caused by some other weakness in or compliance with the firm’s system of quality control. If the underlying cause of the deficiency is different from that noted in the prior review, it would not be a repeat. If the underlying cause is determined to be the same, under these circumstances, it would still be appropriate to use the same wording as previously described “This deficiency [or significant deficiency, as applicable] was noted in the firm’s previous peer review.”

2. For potential repeat findings, the review team should read the prior review documentation, including the report, letter of response and FFC forms, if applicable, and evaluate whether the firm’s planned actions noted on those forms were implemented. If the firm’s planned actions to remediate the prior review findings were implemented and the same finding is occurring, the review team should determine the condition in or compliance with the firm’s system of quality control that caused the current finding. If it is determined to be the same systemic cause, the FFC form should indicate that similar findings were noted in the prior review. If the prior remedial actions (corrective actions or implementation plans as discussed in the firm’s response on the FFC form) appear to be effective, the finding may be caused by some other condition in or compliance with the firm’s system of quality control. If the underlying cause of the finding is different from that noted in the prior review, it would not be a repeat.

3. When repeat deficiencies are noted as occurring for the third time or more, the report should include a sentence that the deficiency has occurred on previous reviews.

4. A RAB’s conclusions and actions regarding the repeat deficiencies could be affected by several factors, including the reason for the repeat deficiencies, the firm’s response to the repeat deficiencies, and whether corrective action was requested on the prior review, type of action requested, and whether it was completed. See section V.

IV. Types and Consideration of Reports to Issue in a System Review

A. Report Rating—Pass

A report with a peer review rating of pass should be issued when the team captain concludes that the firm’s system of quality control for the accounting and auditing practice has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. There are no deficiencies or significant deficiencies that affect the nature of the report and, therefore, the report does not contain any deficiencies, significant deficiencies, or recommendations. In the event of a scope limitation, a report with a peer review rating of pass (with a scope limitation) is issued (sec. 1000 par. .88).

B. Report Rating—Pass With Deficiencies

A report with a peer rating of pass with deficiencies should be issued when the team captain concludes that the firm’s system of quality control for the accounting and auditing practice has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects with the exception of a certain deficiency (deficiencies) that is (are) described in the report. The deficiency (deficiencies) is (are) conditions (a condition) related to the firm’s design of and compliance with its system of quality control that could create a situation in which the firm would have less than reasonable assurance of performing or
reporting in conformity with applicable professional standards in one or more important respects due to
the nature, causes, pattern, or pervasiveness, including the relative importance of the deficiency
(deficiencies) to the quality control system taken as a whole. In the event of a scope limitation, a report
with a peer review rating of pass with deficiencies (with a scope limitation) is issued (sec. 1000 par. .89).

C. Report Rating—Fail

A report with a peer review rating of fail should be issued when the team captain has identified a signifi-
cant deficiency (deficiencies) and concludes that the firm’s system of quality control is not suitably de-
dsigned to provide the firm with reasonable assurance of performing and reporting in conformity with
applicable professional standards in all material respects or the firm has not complied with its system of
quality control to provide the firm with reasonable assurance of performing and reporting in conformity
with applicable professional standards in all material respects. In the event of a scope limitation, a report
with a peer review rating of fail (with a scope limitation) is issued (sec. 1000 par. .90).

V. Guidance for Determining When and What Type of Corrective Action(s) or Implementation
Plans to Require on System Reviews

The guidance in this chapter is to assist RABs in determining when and what type of corrective action(s) or im-
plementation plans a firm should be required to take given a set of circumstances on a System Review. Chapter
6 contains guidance for monitoring corrective action(s) or implementation plans, determining when to require
additional corrective actions or implementation plans when actions previously requested of the firm have been
completed, and how to proceed when a firm cannot complete the required corrective action(s) or implementa-
tion plans or refuses to cooperate.

The decision of whether to require corrective action(s) or implementation plans and deciding on what actions or
procedures are appropriate is a matter of professional judgment that each RAB makes based on the applicable
facts and circumstances. RABs should consider this guidance but may need to consider alternative corrective
actions more suited for the situation.

The RAB should not instruct reviewed firms to perform omitted procedures, to reissue accounting or auditing
reports, or to have previously issued financial statements revised and reissued because those are decisions for
the firm and its client to make. However, the firm’s actions in these respects may affect other corrective actions
or implementation plans the committee may impose.

When the reviewer identifies an engagement not performed or reported on in conformity with applicable pro-
fessional standards in all material respects, the team captain should thoroughly evaluate the reviewed firm’s
considerations and decision with due consideration of applicable professional standards to determine whether a
corrective action or implementation plan should be suggested. The firm’s considerations should include whether
to perform and document omitted procedures to support a previously issued report, whether to reissue re-
ports, whether to have previously issued financial statements revised and reissued, or whether to remediate the
subsequent engagement. The firm should include the summary of these considerations and conclusions in its
response, generally documented on a MFC form. If the reviewed firm’s response is appropriately documented
and the reviewer has reviewed the actions taken prior to the peer review submission for acceptance, then further
committee action is not necessary related to the specific engagement.

If the team captain concludes that the reviewed firm’s considerations and response are proper and appropriately
documented and the firm indicates in its response that it intends to complete omitted procedures, to reissue the
report, or to have previously issued financial statements revised and reissued, the RAB should consider whether
the firm’s response is genuine, comprehensive, and feasible. The RAB also should ordinarily consider whether
to impose a monitoring action (corrective action or implementation plan, as applicable) requiring that the re-
viewed firm agree to submit evidence to an outside party acceptable to the RAB of performing and document-
ing the omitted procedures or of reissuing the report, if appropriate. This type of monitoring action is applicable
only in instances in which an engagement not performed or reported on in conformity with applicable profes-
sional standards in all material respects supports a deficiency or an initial finding for further consideration
(FFC) in a must-select industry or supports a repeat FFC in any industry. If such an engagement does not sup-
port a deficiency or a FFC in a must-select industry or a repeat FFC in any industry, the RAB should evaluate
the firm’s considerations and actions planned or taken and the reviewer’s assessment to determine whether revisions to the MFC form or other peer review documents are necessary before the review is accepted.

When the RAB deems that the reviewed firm’s response is not sufficient (genuine, comprehensive, and feasible) or has substantial reason to challenge the firm’s documented considerations or the reviewer’s assessment of the firm’s response to address an engagement not performed or reported on in conformity with professional standards in all material respects, the RAB should defer acceptance of the review pending revisions or additional information to resolve the matter. If the RAB determines that the firm has not properly considered applicable professional standards to address such an engagement, the firm’s actions may affect other corrective actions or implementation plans that the committee may impose, or they may cause the RAB to not accept the peer review and consider that the firm is not cooperating with the peer review program.

A. In an effort to promote consistency, the following situations should be considered before deciding upon certain corrective actions and implementation plans on FFCs on System Reviews.

   
   a. A RAB should not require any remedial, corrective action(s) as a condition of acceptance of a System Review with a report with a rating of pass. However, there may be instances where an implementation plan is required as a result of FFCs. See item (A.4) in the following text, for treatment of FFCs, if any.

   
   a. When a firm receives a report with a rating of pass with deficiencies, the RAB ordinarily should require some type of remedial, corrective action as a condition of acceptance regardless of whether the firm appears to have an understanding of professional standards. In addition, there may be instances where an implementation plan is required as a result of FFCs. See item (A.4) in the following text for treatment of FFCs, if any.

   b. The type of action required would depend on the nature of the deficiencies. See suggested actions in exhibit 4-2.

      (1) If, for example, the deficiencies are related to engagement performance (including documentation matters), the RAB may decide to require that the firm allow the team captain or someone acceptable to the RAB to revisit the firm within a reasonable period of time. The purpose of the revisit is to determine that the corrective actions discussed by the firm in its response are being effectively implemented. The individual performing the revisit should issue a report that describes the results of revisit procedures and his or her conclusions on the firm’s progress.

      (2) If the deficiencies are related to noncompliance of another element of the quality control system (human resources, for example), as evidenced by engagement deficiencies related to a specific industry or area of accounting or auditing subjects, the RAB should ordinarily require that identified members of the firm take specified amounts and types of continuing professional education (CPE) and submit evidence of completion. If the firm’s response indicates that someone has already taken the needed CPE, or that it has hired someone with the needed expertise, the RAB may conclude that the problem is resolved by asking the firm to allow the team captain or someone acceptable to the RAB to review the report, financial statements, and selected working papers on an engagement performed subsequent to the peer review.

      (3) If the deficiencies are related to a specific industry (governmental or employee benefit plans), the RAB may consider that requiring the firm to join an audit quality center and submit evidence of joining such a center may be a viable corrective action in addition to other corrective actions. For this type of corrective action, the report deficiency must be supported by industry specific engagements that are not performed or reported on in conformity with applicable professional standards in all material respects. The requirement to join the AICPA Government Audit Quality Center or Employee Benefit Plan Audit Quality Center...
Center may only be prescribed as a corrective action when the firm is eligible to enroll in the centers and when prescribed in conjunction with other corrective actions.

(4) If the deficiencies pertain to other quality control matters, the corrective action should be tailored to those matters.

(5) The RAB may choose to permit, but should not require except in rare circumstances, the firm to undergo an accelerated peer review in lieu of other remedial or corrective actions considered necessary in the circumstances. This would only be allowed when the firm elects, in writing, to have an accelerated review. An accelerated review would only be appropriate when the corrective action is post-issuance review or a team captain revisit.

The accelerated review should generally commence after the firm has had sufficient opportunity to implement the corrective actions.

c. The RAB should establish a due date when the corrective action should be completed. The corrective action should be completed as soon as reasonably possible; however, all known and relevant facts and circumstances should be considered (such as the anticipated completion date of subsequent engagements).


a. When a firm receives a report with a rating of fail, the RAB should consider the nature of the significant deficiencies and evaluate what actions should be taken. The RAB should require some type of remedial, corrective action as a condition of acceptance regardless of whether the firm appears to have an understanding of professional standards. See suggested actions in exhibit 4-2. In addition, there may be instances where an implementations plan is required as a result of FFCs. See item (A.4), which follows, for treatment of FFCs, if any.

b. Examples of appropriate actions are those described previously plus, the RAB may require (1) that members of the firm take specified amounts and types of continuing professional education and submit evidence of attendance at those courses and (2) require the firm to hire an outside party acceptable to the RAB to perform pre-issuance reviews of certain types or portions of engagements and to report quarterly to the RAB on the firm’s progress or allow the team captain or someone acceptable to the RAB to revisit the firm to determine that the corrective actions discussed by the firm in its response are being effectively implemented. The RAB may choose to permit, but should not require, the firm to undergo an accelerated peer review in lieu of other remedial or corrective actions considered necessary in the circumstances.

c. The RAB should establish a due date when the corrective action should be completed. The corrective action should be completed as soon as reasonably possible; however, all known and relevant facts and circumstances should be considered (such as the anticipated completion date of subsequent engagements).

4. System Review Finding for Further Consideration Form(s)

a. A RAB ordinarily would not require an implementation plan for a firm when its responses to the findings addressed on the FFC form(s) are comprehensive, genuine, and feasible. RABs may not be able to determine if responses are comprehensive, genuine, and feasible if the reviewed firm does not describe how it intends to implement the reviewer’s recommendation (or alternative plan if the firm does not agree with the recommendation), the person(s) responsible for implementation, the timing of the implementation and, if applicable, additional procedures to ensure the finding is not repeated in the future. If the responses are not comprehensive, genuine, and feasible, the RAB should have the firm revise its responses. If the RAB determines, as part of its deliberations regarding the peer review, that an implementation plan in addition to the plan described by the firm in its responses on the FFC forms is warranted, the firm will be required to evidence its agreement to the implementation plan.

An implementation plan may consist of requiring specified CPE or submission of the firm’s next monitoring report to the RAB. If the RAB is considering a more extensive action involving sub-
mission of documents to an outside party, then the RAB needs to consider whether the findings should have been elevated to deficiencies in the report. If the finding is related to an engagement that was not performed or reported on in accordance with professional standards in all material respects, involving an outside party in the implementation plan may be appropriate as described in 4b. The RAB should not require an accelerated review as an implementation plan. However, the reviewed firm may elect to have an accelerated review as an alternative to completing an implementation plan of post-issuance review or submission of the firm’s monitoring report to an outside party.

b. When a firm receives a finding on a FFC form in relation to an engagement that was not performed or reported on in accordance with professional standards in all material respects and the RAB has determined the finding should not be a deficiency, the RAB should consider whether the engagement was in a must select industry as described in Interpretation No. 63-1 of par. .63 in PRP sec. 1000, Standards for Performing and Reporting on Peer Reviews (PRP sec. 2000). See allowable plans in exhibit 4-2.

(1) Must select industry—the implementation plan for an initial or repeat finding may include requiring the firm to hire an outside party acceptable to the RAB to perform pre-issuance or post-issuance reviews or to review the firm’s internal monitoring or inspection report. The pre-issuance or post-issuance review should focus on the issues identified in the finding and may not need to be performed on the entire engagement. The monitoring and inspection procedures should place particular emphasis on the findings reported on the FFC form and the actions outlined in the firm’s response.

(2) Industries other than must select—the implementation plans described previously for must selects would only be appropriate for repeat findings.

c. When a firm receives a finding on a FFC form, which is determined to be a repeat, there is a question about whether some further action is required. In making this decision, the RAB must first look to see whether the firm made a genuine effort to correct the situation from the prior review(s).

(1) If it is apparent that the firm attempted to correct the repeated finding, and the firm’s response on the FFC form is specific on how the situation will be corrected, the RAB may decide that no additional implementation plan is necessary.

(2) If, on the other hand, it appears that the firm did not make a concerted effort to correct the repeated finding or if the RAB does not believe that the firm is committed to correct the situation, then it may require an implementation plan. The implementation plan could include such actions as requiring specified CPE or requiring the firm to submit a copy of an internal monitoring or inspection report to the RAB for review. The monitoring and inspection procedures should place particular emphasis on the findings reported on the FFC form, and the actions outlined in the firm’s response. As noted previously, involvement of an outside party is only acceptable in relation to engagements not performed or reported on in accordance with professional standards in all material respects. See allowable plans in exhibit 4-2.

(3) The guidance for allowable plans as discussed previously and included in exhibit 4-2 must be followed, even in instances when the same finding is included on more than two reviews. However, in these instances, the RAB should consider a more rigorous implementation plan, including the adequacy of the amount and nature of required CPE. For example, the RAB may determine that more than eight hours of CPE is necessary and may require 24 hours or change the nature of the required courses. Another example would be for the RAB to require both CPE and submission of the firm’s monitoring report to the RAB.

d. Actions that should not be required by RABs as implementation plans, in any situation, are that a team captain revisit or monitoring performed by an outside party. Such actions may be appropriate responses for broader system deficiencies, but they are not appropriate to address an isolated finding resulting in engagements not performed or reported on in accordance with professional standards in all material respects except as those activities described in 4b. If the RAB believes one of these broader system-based actions is necessary, what has been reported as a finding
should more likely be reported as a deficiency in the report. The RAB also should not require an accelerated review as an implementation plan. However, the reviewed firm may elect to have an accelerated review as an alternative to completing an implementation plan of post-issuance review or submission of the firm’s monitoring report to an outside party.

e. The committee should establish a due date when the implementation plan should be completed. The implementation plan should be considered as soon as reasonably possible; however, all known and relevant facts and circumstances should be considered (such as the timing of CPE program presentations or availability, or the timing of the firm’s monitoring procedures).

B. Communication of Corrective Action(s) or Implementation Plans to the Firm

1. When a decision is made to require corrective action(s) or implementation plans, the RAB or its designee should consider a need to call the firm before it sends a letter describing the required actions or plans in order to explain its decision and to eliminate the surprise. For remedial, corrective actions, the firm will be required (a) to evidence its agreement to perform these corrective action(s) in writing before the report is accepted and (b) to complete the action(s) as a condition of cooperation with the administering entity and the board. For implementation plans, the firm will be required (a) to evidence its agreement to perform and complete the implementation plan (b) in writing as a condition of cooperation with the administering entity and the board.

2. When corrective action(s) or implementation plans require a service from an outside party such as an external inspection or other monitoring assistance or a pre-issuance review, and the firm wants to use the team captain or team member who performed the firm’s peer review, independence rules must be considered. A RAB member or the other designated party should consider a need to discuss the following guidance with the firm or the review team captain or other outside party performing the corrective action or implementation plan, as applicable, to ensure that its ramifications are clearly understood.

In the Interpretation titled “Independence, Integrity, and Objectivity” of the revised Standards, independence would be considered impaired for purposes of being able to perform a firm’s peer review (whether as a team captain, review captain, or team member) for anyone also performing monitoring (for instance, engagement quality control review, post-issuance review, or inspection procedures), a consulting review, a quality control document review, preliminary quality control procedures review or pre-issuance review on an accounting or auditing engagement for the firm in the year prior to the current peer review year end. This would also apply if another individual from the reviewer’s firm was performing such services. The only exception is if those services were performed for the year immediately following the previous peer review year end. Thus, performing those services for the year preceding or during the year of the next peer review would impair independence for peer review purposes.
Exhibit 4-1

Reviewed Firm’s System of Quality Control

Preliminary Evaluation of the Design of the System of Quality Control

Tests of Compliance with the System of Quality Control
Engagements

Other Aspects of Quality Control
Matters

System
Matters

Aggregation and Systemic Evaluation of the Matters

Findings That Aren’t Deficiencies or Significant Deficiencies
One or More Deficiencies Exist
One or More Significant Deficiencies Exist

Report Rating: Pass
Report Rating: Pass with Deficiencies
Report Rating: Fail

Engagement not performed or reported on in conformity with standards (see paragraph 66)

Remind Reviewed Firm of Obligation under AU-C sections 560 and 585 and AR section 100 paragraph .64, as applicable

Document Actions Planned or Taken on MFC and Include in Summary Review Memorandum

Design Matters
- Relative importance to the System of Quality Control taken as a whole

Compliance Matters
- Nature
- Causes
- Pattern
- Pervasiveness

DMFC Provides a summary and dispositions of all MFCs

FFC Prepared for findings not considered deficiencies or significant deficiencies

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To illustrate, in a System Review, a matter is documented on a Matter for Further Consideration (MFC) form and discussed with the firm or cleared. If it does not get elevated further, a report with a peer review rating of *pass* is issued. However, depending on the resolution of a matter, and the process of aggregating and evaluating peer review results, a matter may develop into a finding. Findings will also be evaluated and, after considering the nature, causes, pattern, pervasiveness, and relative importance to the system of quality control as a whole, may not get elevated to a deficiency or significant deficiency. Such finding is documented on a FFC form, and the administering entity’s peer review committee will determine if it should require an implementation plan from the reviewed firm in addition to the plan described by the firm in its response to the findings on the FFC form. However, if during that process, the matter, which has been elevated to a finding (and thus far only documented on the MFC form) is further elevated to a deficiency or significant deficiency, it is communicated in the report itself (*pass with deficiency* or *fail* report, respectively), along with the reviewer’s recommendation. The administering entity’s peer review committee will ordinarily require remedial, corrective actions related to the deficiencies or significant deficiencies noted in the peer review report, in addition to or as an affirmation of those described by the reviewed firm in its letter of response. Because it is
possible for a firm to receive a pass with deficiency or fail report, as well as FFCs which had not been elevated to deficiency or significant deficiency, it is possible for the firm to be responsible for submitting a corrective action plan related to the deficiency(ies) or significant deficiencies in the peer review report, as well as an implementation plan in response to the FFCs that did not get elevated.

EXAMPLE 1

2 partners
5 CPA staff
4 Government audits (500 hours each—two for each partner)
4 Employee Retirement Income Security Act (ERISA) audits (500 hours each—two for each partner)
5 Other audits (1000 total hours)

The team captain gained an understanding of the firm’s system of quality control and considered various risk factors including the fact that one of the firm’s partners (the third partner) left the firm with one staff person in the year prior to the year covered by the peer review. Both of these individuals that left the firm had been responsible for the firm’s ERISA engagements in the past and everyone involved in the ERISA audits considered in the peer review were new to the engagements and had not previously performed an ERISA audit.

The team captain originally selected one of each type of audit for review. After considering the previous information and determining that the initial ERISA audit selected was not performed in accordance with professional standards in all material respects, the team captain expanded scope and performed a review of selected audit areas on each of the other ERISA audits.

The governmental and other audit had no MFCs or matters, but there were several MFCs related to the ERISA audits. The matters noted on the ERISA audits related to no participant data testing, no specific procedures for determining the existence of related parties, and no evaluation of the reasonableness of significant accounting estimates made by management; and there was no documentation of the entity’s internal control components in planning the audit, in addition to other documentation matters. Upon further discussion with the firm, the team captain discovered that neither partner had taken any ERISA training in the last 5 years and on each audit, the respective partner only reviewed the report, financial statements, and footnotes and only skimmed some of the audit documentation. Two staff in the firm took a 4-hour self-study ERISA course before performing the audit, but they had never performed one before. The whereabouts of the documentation and working papers from the previous ERISA audits were unknown and, therefore, unavailable for the current year’s audit.

Determining the Underlying Systemic Cause of the Matters

The team captain’s next steps were to determine, based on all of the information gathered on the peer review, including the review of engagements, what were the underlying cause(s) of the matters noted on the ERISA engagements. The team captain considered a variety of possibilities, such as the following:

- Did the firm comply with its policies and procedures for Acceptance and Continuance of Client Relationships and Specific Engagements? The team captain considered whether the firm was competent to perform the engagements and had the capabilities and resources to do so based on the circumstances.
- Did the firm comply with its policies and procedures for Human Resources? Did the firm have sufficient personnel with the capabilities, competence, and commitment to ethical principles to perform engagements in accordance with professional standards?
- Did the firm comply with its policies and procedures for Engagement Performance? Did the engagements have appropriate supervision, staff training, and mentoring such that appropriate procedures were performed and work documented?
- Were the firm’s Monitoring policies and procedures designed and complied with appropriately?

Based on the team captain’s professional judgment, he determined that although an argument could be made for contributory underlying causes, the primary underlying systemic cause related to Acceptance and Continuance of Client Relationships and Specific Engagements.
Evaluation of “Matters” to the Level of “Finding” Then Evaluation of “Finding” to the Level of “Deficiency” and Evaluation of “Deficiency” to the Level of “Significant Deficiency”

The team captain considered all of the facts in evaluating whether these “matters” rose to the level of “findings.” The team captain was able to conclude that as a result of the conditions noted in the firm’s system of quality control (and noncompliance with it), that the firm had more than a remote possibility of not performing engagements in conformity with professional standards. This is the threshold for a “finding.” However, the team captain also concluded that due to the nature, causes, pattern, and pervasiveness, including the relative importance of the finding to the reviewed firm’s system of quality control taken as a whole, that a situation could be created where the firm would not have reasonable assurance of performing engagements in conformity with professional standards in one or more important respects. Therefore, the team captain determined that this finding does rise to the threshold level of a deficiency. The team captain then considered whether the deficiencies should be raised to the level of a significant deficiency to be included in a report with a rating of fail. The team captain determined that deficiencies, in the aggregate, did not result in a conclusion that the firm’s system of quality control, taken as a whole, did not provide reasonable assurance of complying with applicable professional standards in all material respects.

Determining the Type of Report to Issue

Because deficiencies are communicated in a report with a peer review rating of pass with deficiencies, the team captain issued such a report.

In addition, because the deficiencies were specific to the ERISA industry, the team captain identified this industry and level of service (audits) in the report as required by standards.

All of the team captain’s MFCs were listed in the DMFC. The DMFC noted that all matters were included in the report, and no FFCs were prepared.

EXAMPLE 2

Alexander, Graham & Bell had a peer review due June 30, 2009. In October 2007, a new partner, Bell, had joined the firm. Bell’s specialty was audits of manufacturing companies. During the summer of 2007, the firm experienced an unusually high rate of turnover at the senior level. The firm was able to recruit new staff in December 2007.

During the planning stage of the peer review, the team captain, Isabelle Jenkins, was informed of the previous events. Ms. Jenkins had performed the firm’s previous peer review. She remembered that the firm had a reliable system of quality control, the managing partner was adamant about being ethical and following professional standards, and that the firm’s policies and procedures were well documented and always followed to an acceptable degree. In determining the risk assessment, Ms. Jenkins had decided that although the nature of the firm’s practice and the history from the firm’s previous peer review could conclude inherent risk to be low, she ultimately determined inherent risk would be moderate to high due to a new partner and several new staff added during the peer review year. Ms. Jenkins determined that she would review at least two engagements of Mr. Bell’s because he was new to the firm.

During the review of two of Mr. Bell’s engagements, Ms. Jenkins determined that one of the audits had several “no” answers in the engagement checklist. After reviewing Mr. Graham’s audit engagement, Ms. Jenkins concluded there were similar “no” answers in its engagement checklist. Ms. Jenkins compared the two checklists and determined that the “no” answers were similarly related: lack of or poor documentation on tests of inventory, consideration of related party transactions, and results of accounts receivable confirmation procedures. Ms. Jenkins had determined that these engagements were not performed or reported on in conformity with applicable professional standards in all material respects.

In addition to the three audits, Ms. Jenkins reviewed two review engagements and one compilation with disclosures. There was only one “no” answer on each checklist. They were not related and were not significant enough to warrant further consideration.

Ms. Jenkins correctly concluded on the engagements but had not yet determined the systemic cause for the findings. Ms. Jenkins did not expect these types of findings. Based on the results of the prior peer review, the firm had previously complied with its system of quality control, had a strong “tone at the top,” and the policies and procedures were written in detail.
Ms. Jenkins noted that the same senior staff person had been in-charge of both of the audit engagements on which the engagement oversights were identified. This senior was also selected to complete the staff interview form. During the review of CPE and confirmed in her discussion with the senior, Ms. Jenkins learned that the senior had not had any audit CPE for the last two years and did not have previous audit experience. Ms. Jenkins concluded that this contributed to or caused the engagement performance errors noted in her review of the working papers. As a result, Ms. Jenkins expanded scope to review selected other engagements to which this senior was assigned in an “in-charge” role. The engagements were limited to reviews and compilations, and no findings were noted on these engagements.

Ms. Jenkins had issued a pass with deficiency report with the only deficiency indicating that the firm’s policy and procedures require an appropriate level of supervision and review, and personnel have the capabilities and competencies required for the types of engagements and services being performed. The firm had failed to assess the capabilities and competencies of the assigned personnel and make appropriate adjustments to the level of supervision and review. Ultimately the partner did not provide adequate supervision and review necessary. As a result, the firm had performed audits that did not conform to professional standards in all material respects. The firm intends to recall and reissue those audit reports.
### Exhibit 4-2

**Suggested Actions and Allowable Plans**

**System Review Peer Review Rating—Pass With Deficiencies or Fail**

<table>
<thead>
<tr>
<th>Deficiency</th>
<th>Suggested action(s) to be performed as soon as reasonably possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deficiency related to engagement performance</td>
<td>• Require the firm to hire an outside party acceptable to the RAB to perform a team captain revisit†&lt;sup&gt;†&lt;/sup&gt;&lt;br&gt;• Require members of the firm to take specified types of and amounts of CPE&lt;br&gt;• Require the firm to hire an outside party acceptable to the RAB to perform pre-issuance reviews of certain types or portions of engagements and to report quarterly to the RAB on the firm’s progress&lt;br&gt;• Require post-issuance review of a subsequent engagement by an outside party‡&lt;sup&gt;‡&lt;/sup&gt;&lt;br&gt;• Require the firm to hire an outside party acceptable to the RAB to perform pre-issuance reviews of certain types or portions of engagements and to report periodically to the RAB on the firm’s progress&lt;br&gt;• Require the firm to join an AICPA audit quality center applicable to the type of engagement(s) not performed or reported on in accordance with professional standards in all material respects&lt;br&gt;‡ RAB should allow flexibility and allow the firm to elect to have an accelerated review in lieu of team captain revisit or post-issuance review. This option is only allowable for firms who have governmental and employee benefit plan engagements that were identified in the peer review as not performed or reported on in accordance with professional standards in all material respects. In addition the firm must be eligible to enroll in the respective audit quality center. This action may not be in lieu of any other corrective action deemed appropriate by the committee and must be used in conjunction with other corrective actions</td>
</tr>
<tr>
<td>Deficiency related to design or noncompliance of another element of the quality control system</td>
<td>Tailor corrective action accordingly, such as the following:&lt;br&gt;• Require submission of monitoring or inspection report&lt;br&gt;• Require the firm to hire an outside party acceptable to the RAB to perform pre-issuance reviews of certain types or portions of engagements and to report periodically to the RAB on the firm’s progress</td>
</tr>
</tbody>
</table>

† RAB should allow flexibility and allow the firm to elect to have an accelerated review in lieu of team captain revisit or post-issuance review. This option is only allowable for firms who have governmental and employee benefit plan engagements that were identified in the peer review as not performed or reported on in accordance with professional standards in all material respects. In addition the firm must be eligible to enroll in the respective audit quality center. This action may not be in lieu of any other corrective action deemed appropriate by the committee and must be used in conjunction with other corrective actions
### Finding for Further Consideration Form(s)

<table>
<thead>
<tr>
<th>Finding</th>
<th>Allowable plans to be performed as soon as reasonably possible</th>
</tr>
</thead>
</table>
| Engagements not performed or reported on in conformity with professional standards in all material respects and there are:  
  • initial finding(s) on must select industry, or  
  • repeat finding(s) for any industry |  
  • Require the firm to hire an outside party acceptable to the RAB to perform pre-issuance or post-issuance reviews of certain types or portions of engagements focusing on the areas identified in the finding  
  • Require the firm to hire an outside party acceptable to the RAB to review the firm’s internal monitoring or inspection report  
  • Require members of the firm to take specified types of and amounts of CPE  
  • Require firm to submit monitoring or inspection report to the RAB  
  • Require the firm to hire an outside party acceptable to the RAB to review the firm’s remediation of an engagement not performed or reported on in conformity with professional standards in all material respects |
| Engagement(s) indicate the following:  
  • Repeat findings |  
  • Require members of the firm to take specified types of and amounts of CPE  
  • Require firm to submit monitoring or inspection report to the RAB |
| • Failure to possess applicable firm license(s) |  
  • Submit proof of valid firm license(s) |

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8 These are the only situations in which implementation plans are appropriate. Further, these are the only plans allowable. If the RAB believes a different implementation plan is necessary, what has been reported as a finding should more likely be reported as a deficiency in the report.

9 The guidance for allowable plans as discussed previously in this section must be followed, even in instances when the same finding is included on more than two reviews. However, in these instances, the RAB should consider a more rigorous implementation plan, including the adequacy of the amount and nature of required continuing professional education (CPE). For example, the RAB may determine that more than eight hours of CPE is necessary and may require 24 hours or change the nature of the required courses. Another example would be for the RAB to require both CPE and submission of the firm’s monitoring report to the RAB.
CHAPTER 5

Objectives, Engagement Selection Process, Evaluation, and Acceptance of an Engagement Review

I. Objectives of an Engagement Review

A. The objective of an Engagement Review is to evaluate whether engagements submitted for review are performed and reported on in conformity with applicable professional standards in all material respects (sec. 1000 par. .102).

B. Review captains must determine whether that threshold for engagements reviewed is met or not met, based on a set of peer review procedures to be performed.

C. Upon review of the engagements, the review captain may identify matters, finding, deficiencies, or significant deficiencies, all of which will need to be addressed.

D. The peer review report issued depends on whether the engagements submitted for review are performed and reported on in conformity with applicable professional standards in all material respects.

E. Although there is some professional judgment in evaluating the engagements, in order to assist in the consistency of the peer review process, guidance has been developed by the AICPA Peer Review Board to facilitate a reasonably consistent method of performing Engagement Reviews, as well as reporting on and report acceptance bodies (RAB) acceptance of Engagement Reviews.

F. The peer review committee and its RABs are responsible for determining that the peer review was performed and reported on in accordance with the standards, interpretations, and guidance issued by the board and therefore guidance in this chapter is relevant to RABs.

II. Process a Review Captain Follows in Selecting, Evaluating, and Concluding on the Engagements Reviewed in an Engagement Review

A. Criteria for Selecting the Engagements for the Review (sec. 1000 par. .104–.105)

1. Engagements subject to review ordinarily should be those with periods ended during the year under review.

2. For financial forecasts or projections and agreed upon procedures, the selection for review ordinarily should be those engagements with report dates during the year under review.

3. The reviewed firm should provide summarized information showing the number of its compilation and review engagements performed under Statements on Standards for Accounting and Review Services (SSARSs) and engagements performed under the Statements on Standards for Attestation Engagements (SSAEs), classified into engagement type and industry categories.

4. This information should be provided for each partner, or individual if not a partner, of the firm who is responsible for the issuance of reports on such engagements.

5. On the basis of that information, the review captain or the administering entity for a CART review ordinarily should select the engagements to be submitted for review, in accordance with the following guidelines:

   a. One engagement should be selected from each of the following areas of service performed by the firm:

      • Review of historical financial statements (performed under SSARS)
      • Compilation of historical financial statements with disclosures (performed under SSARS)
      • Compilation of historical financial statements that omit substantially all disclosures (performed under SSARS)
      • Engagements performed under the SSAEs other than examinations
b. One engagement should be selected from each partner or individual of the firm if not a partner responsible for the issuance of reports listed in item (a).

c. Ordinarily, at least two engagements should be selected for review.

The preceding criteria are not mutually exclusive. The objective is to ensure that one engagement is selected for each partner and one engagement is selected from each area of service performed by the firm listed in item (a). Therefore, one of every type of engagement that a partner, or individual if not a partner, responsible for the issuance of the reports listed in item (a) performs does not have to be reviewed as long as, for the firm taken as a whole, all types of engagements noted in item (a) performed by the firm are covered.

B. Other Documents and Information That Should Be Obtained

The review captain should obtain the required representations submitted by the firm (see standards par. 5(f)) and should obtain the firm’s prior peer review report, the letter response, if applicable, and the letter accepting those documents, all from the reviewed firm. The review captain should also obtain the prior FFC forms (from the administering entity, if the review captain’s firm did not perform the prior review) (sec. 1000 par. .106).

For each engagement selected for review, the reviewed firm should submit the appropriate financial statements or information and the accountant’s report, masking client identity if it desires, along with specified background information, representations about each engagement, and the firm’s documentation required by applicable professional standards for each of these engagements. There is a presumption that all engagements otherwise subject to the peer review will be included in the scope of the review. However, in the rare situations when exclusions or other limitations on the scope of the review are being contemplated, a reviewer should carefully consider the implications of such exclusion. This includes communicating with the firm and the administering entity, the effect on the review, and on the ability of the reviewer to issue a peer review report (sec. 1000 par. .107).

C. Evaluation of Individual Engagements Submitted for Review Includes (sec. 1000 par. .108)

1. consideration of the financial statements or information and the related accountant’s report on the compilation and review engagements performed under SSARS and engagements performed under SSAEs.

2. consideration of the documentation on the engagements performed via reviewing background and engagement profile information, representations made by the firm, and inquiries.

3. review of all other documentation required by applicable professional standards on the engagements.

An Engagement Review does not include a review of other documentation prepared on the engagements submitted for review (other than the documentation referred to in standards paragraphs .107–.108), tests of the firm’s administrative or personnel files, interviews of selected firm personnel, or other procedures performed in a System Review. Furthermore, although the revised standards allow for “reading the applicable documentation required by professional standards,” and the Statements on Quality Control Standards are a part of the professional standards, it might appear that the revised standards do not prohibit the reviewer from obtaining and reading the firm’s documented quality control policies and procedures; however, it is deemed as beyond the scope of an Engagement Review.

Accordingly, an Engagement Review does not provide the review captain with a basis for expressing any form of assurance on the firm’s system of quality control for its accounting practice. The review captain’s report does indicate, however, whether anything came to the review captain’s attention that caused him or her to believe that the engagements submitted for review were not performed or reported on in conformity with applicable professional standards in all material respects (see interpretations). The review captain should promptly inform the firm when an engagement is not performed or reported on in conformity with applicable professional standards and remind the firm of its obligation under professional standards to take appropriate actions (sec. 1000 par. .109).
III. Actual Review and Evaluation of Engagements and Other Documents

A. During the review, the review captain should use the applicable peer review materials issued by the board. This includes the review captain’s summary, Matter for Further Consideration (MFC) form, Disposition of Matter for Further Consideration (DMFC) form, Finding for Further Consideration (FFC) form, and Engagement Review checklists.

B. Based on the answers obtained as a result of the review of engagements and other documents, the review captain must determine the relative importance of any “matters” discovered through a process that helps with that determination.

C. This determination process ultimately guides the review captain concerning the type of peer review report to issue and what to do with matters that were found during the evaluation.

D. Process of Identifying Matters, Findings, Deficiencies, and Significant Deficiencies

1. A matter is noted as a result of evaluating whether an engagement submitted for review was performed or reported on in conformity with applicable professional standards. The evaluation includes reviewing the financial statements or information, the related accountant’s reports, and the adequacy of procedures performed, including related documentation. Matters are typically one or more “No” answers to questions in peer review questionnaire(s). A matter is documented on a Matter for Further Consideration (MFC) form (sec. 1000 par. .110a).

   For each matter, the review captain must determine if they should be elevated to a “finding” as discussed in (2) in the following text. A similar process follows for determining whether findings will be evaluated to a “deficiency” or possibly a “significant deficiency.”

2. A finding is one or more matters that the review captain has concluded results in financial statements or information, the related accountant’s reports submitted for review, or the procedures performed, including related documentation, not being performed or reported on in conformity with the requirements of applicable professional standards. A review captain will conclude whether one or more findings are a deficiency or significant deficiency. If the review captain concludes that no finding, individually or combined with others, rises to the level of deficiency or significant deficiency, a report rating of pass is appropriate. A finding not rising to the level of a deficiency or significant deficiency is documented on a Finding for Further Consideration (FFC) form (sec. 1000 par. .110b).

3. A deficiency is one or more findings that the review captain concludes are material to the understanding of the financial statements or information or related accountant’s reports or represents omission of a critical procedure, including documentation, required by applicable professional standards. When a deficiency is noted, the review captain concludes that at least one but not all engagements submitted for review were not performed or reported on in conformity with applicable professional standards in all material respects. When the review captain concludes that deficiencies are not evident on all of the engagements submitted for review, such deficiencies are communicated in a report with a peer review rating of pass with deficiencies (sec. 1000 par. .110c).

4. A significant deficiency exists when the review captain concludes that deficiencies are evident on all of the engagements submitted for review. When a significant deficiency is noted, the review captain concludes that all engagements submitted for review were not performed or reported on in conformity with applicable professional standards in all material respects. Such significant deficiencies are communicated in a report with a peer review rating of fail (sec. 1000 par. .110d).

Exhibit 5-1 of this chapter illustrates the aggregation of these items, where those items are documented in the practice aids and how they might affect the type of report issued. Exhibit 5-1a contains some examples of the thought process a review captain might go through in the evaluation of items noted on the review and the determination of the type of report to issue. Another tool to assist you in understanding the peer review process is the model at Exhibit 4-1a.
E. Examples of Matters and Findings

1. Professional judgment should be used in determining whether a matter(s) would become a finding on a particular engagement. This becomes more difficult when trying to assess matters that individually might not be elevated to a finding but, in aggregate, might be.

2. There are many types of matters and findings that review captains may identify. See section 6200 paragraph .52 for a list of common areas of noncompliance with applicable professional standards.

F. Examples of Deficiencies

1. Professional judgment should be used in determining whether findings become a deficiency on a particular engagement. This becomes more difficult when trying to assess matters that individually might not be elevated to a deficiency but, in aggregate, might be.

2. There are many types of findings that review captains may identify. See section 6200 paragraph .52 for a list of common areas of noncompliance with applicable professional standards. A report with a peer review rating of pass with deficiencies is issued when at least one, but not all, of the engagements submitted for review contain a deficiency.

In the event of a scope limitation, a report with a peer review rating of pass with deficiencies (with a scope limitation) is issued.

G. Evaluation and Consideration of Deficiencies and Findings Included in the Firm’s Previous Engagement Review

The report on an Engagement Review should specifically identify any deficiencies or significant deficiencies (included in the report with a peer review rating of pass with deficiencies or fail) any that were also made in the report in the firm’s previous peer review. However, if the specific types of reporting, presentation, disclosure, or documentation deficiencies or significant deficiencies are not substantially the same on the current review as on the prior review, the deficiencies or significant deficiencies would not be considered a repeat.

FFC forms should also identify any findings that are substantially the same as noted on a FFC form in the prior peer review as it relates to reporting, presentation, disclosure, or documentation.

The preceding also applies when the deficiency or significant deficiency noted during the current review was substantially the same as was noted on a FFC form in the prior review.

1. When repeat deficiencies are noted as occurring for the third time or more, the text should include a sentence that the deficiency has occurred on previous reviews.

2. A RAB’s conclusions and actions regarding the repeat deficiencies could be affected by several factors including the reason for the repeat deficiencies; the firm’s response to the repeat deficiencies; and whether corrective action was requested on the prior review, type of action requested, and whether it was completed. See section VI.

IV. Types and Consideration of Reports to Issue in an Engagement Review

A. Report Rating—Pass

A report with a peer review rating of pass is issued when the reviewer concludes that nothing came to his or her attention that caused him or her to believe that the engagements submitted for review were not performed and reported on in conformity with applicable professional standards in all material respects. There are no deficiencies or significant deficiencies that affect the nature of the report and, therefore, the report does not contain any deficiencies, significant deficiencies, or recommendations. In the event of a scope limitation, a report with a peer review rating of pass (with a scope limitation) is issued (sec. 1000 par. .117).

10 Wording should always say, “This deficiency [or significant deficiency, as applicable] was noted in the firm’s previous peer review(s).”
Circumstances that ordinarily would support the issuance of a report with a rating of pass include instances in which there are no deficiencies or significant deficiencies identified on any of the engagements reviewed.

B. Report Rating—Pass With Deficiencies

A report with a peer review rating of pass with deficiencies is issued when the review captain concludes that nothing came to his or her attention that caused him or her to believe that the engagements submitted for review were not performed and reported on in conformity with applicable professional standards in all material respects except for the deficiencies that are described in the report. The deficiencies are one or more findings that the peer reviewer concludes are material to the understanding of the report or financial statements or represents omission of a critical procedure, including documentation, required by applicable professional standards. A report with a peer review rating of pass with deficiencies is issued when at least one, but not all, of the engagements submitted for review contain a deficiency. In the event of a scope limitation, a report with a peer review rating of pass with deficiencies (with a scope limitation) is issued (sec. 1000 par. .118).

C. Report Rating—Fail

A report with a peer review rating of fail is issued when the review captain concludes that, as a result of the deficiencies described in the report, the engagements submitted for review were not performed or reported on in conformity with applicable professional standards in all material respects. A report with a peer review rating of fail is issued when deficiencies are evident on all of the engagements submitted for review. The review captain should not expand scope beyond the original selection of engagements in an effort to change the conclusion from a peer review rating of fail in these circumstances. In the event of a scope limitation, a report with a peer review rating of fail (with a scope limitation) is issued (sec. 1000 par. .119).

V. Acceptance of Engagement Reviews by Technical Reviewer

A. The technical reviewer should be delegated the authority from the committee to accept Engagement Reviews in certain circumstances (sec. 1000 par. .137).

B. Engagement Reviews that do not require committee consideration are required to be accepted by the technical reviewer within 60 days of receipt of the working papers and report from the review captain. If the committee does not delegate the authority to the technical reviewer to accept Engagement Reviews under the specific criteria indicated previously, the review is required to be presented to the RAB within 60 days of receipt of the working papers and report from the review captain (sec. 1000 par. .138).

C. Circumstances in Which a Technical Reviewer May Accept Engagement Reviews

1. The technical reviewer should be delegated the authority from the committee to accept Engagement Reviews on the committee’s behalf when the technical reviewer determines both of the following (Interpretation No. 137-1):
   - Any matters documented (or which should have been documented) on MFC forms only relate to compilations performed under SSARS, and do not rise to the level of a finding, deficiency, or significant deficiency.
   - There are no other issues associated with the peer review warranting committee consideration or action that could potentially affect the results of the peer review.

2. The technical reviewer may identify reviewer feedback that should be considered and approved by the peer review committee prior to issuance. The technical reviewer should still be delegated the authority from the committee to accept Engagement Reviews on the committee’s behalf when such feedback may be provided to the review captain unless the circumstances leading up to the feedback may have affected the results of the review. Accordingly, if the feedback being provided to the review captain involves issues which could potentially affect the results of the peer review, the technical reviewer should not accept the Engagement Review but present it to the committee for consideration. (Interpretation No. 137-1)
D. Procedures for Committee or RAB Acknowledgement of Engagement Reviews Accepted by the Technical Reviewer

A list of Engagement Reviews (meeting the criteria, as stated previously in number 1, which have been accepted by the technical reviewer should be prepared and sent to the committee or RAB members, along with recommendations for reviewer feedback, if any. Although technical reviewers may make feedback recommendations to the committee or RAB, it is the responsibility of the committee to evaluate the reviewer’s performance to help ensure that reviewers perform and report on peer reviews in accordance with the standards. See chapter 8.

E. Acceptance and Completion Date of Reviews Accepted by the Technical Reviewer on Behalf of the Committee or RAB

The review acceptance date and completion date is the date that the technical reviewer completes the review of the peer review documents and determines that (1) there are no matters documented (or which should have been documented) on MFC forms relating to engagements other than compilations performed under SSARS and such matters and do not rise to the level of a finding, deficiency, or significant deficiency and (2) there are no other issues with the review warranting committee or RAB consideration or action. The acceptance date (also the completion date) is noted on the letter from the administering entity to the reviewed firm.

VI. Guidance for Determining When and What Type of Corrective Action(s) or Implementation Plans to Require on Engagement Reviews

The guidance in this chapter is to assist RABs in determining when and what type of corrective action(s) or implementation plans a firm should be required to take given a set of circumstances on an Engagement Review. Chapter 6 contains guidance for monitoring corrective action(s) or implementation plans, determining when to require additional corrective actions or implementation plans when actions previously requested of the firm have been completed, and how to proceed when a firm cannot complete the required corrective action(s) or implementation plans or refuses to cooperate.

The decision of whether to require corrective action(s) or implementation plans and deciding on what actions or procedures are appropriate is a matter of professional judgment that each RAB makes based on the applicable facts and circumstances. RABs should consider this guidance but may need to consider alternative corrective actions more suited for the situation.

The RAB should not instruct reviewed firms to perform omitted procedures, to reissue accounting reports, or to have previously issued financial statements revised and reissued because those are decisions for the firm and its client to make. However, the firm’s actions in these respects may affect other corrective actions or implementation plans that the committee may impose.

When the reviewer identifies an engagement not performed or reported on in conformity with applicable professional standards in all material respects, the review captain should thoroughly evaluate the firm’s considerations and decision with due consideration of applicable professional standards to determine whether a corrective action to follow up on the engagement should be suggested. The firm should include the summary of its considerations and conclusions in its response, generally documented on a MFC form.

If the review captain agrees with the reviewed firm’s response and appropriately documented considerations related to such an engagement and the firm states in its response that it intends to complete omitted procedures, to reissue the accountant’s report, or to have revisions made to previously issued financial statements, the RAB should consider whether the firm’s response is genuine, comprehensive, and feasible. The RAB also should ordinarily consider accepting the peer review provided that the reviewed firm agrees to submit evidence to a party acceptable to the RAB of performing and documenting the omitted procedures or of reissuing the report, if appropriate. Identification of an engagement not performed or reported on in conformity with professional standards in all material respects results in a deficiency in the Engagement Review report for which the RAB should ordinarily require some type of remedial or corrective action as a condition of acceptance.
When the RAB deems that the reviewed firm’s response is not sufficient (not genuine, comprehensive, and feasible) or has substantial reason to challenge the firm’s documented considerations and the reviewer’s assessment of the firm’s response to address an engagement not performed or reported on in conformity with professional standards in all material respects, the RAB should defer acceptance of the review pending revisions or additional information to resolve the matter. If the RAB determines that the firm has not properly considered applicable professional standards to address such an engagement, the firm’s actions may affect other corrective actions or implementation plans that the committee may impose, or they may cause the RAB to not accept the peer review report and consider that the firm is not cooperating with the peer review program.

A. In an effort to promote consistency among the various report acceptance bodies, the following situations should be considered before deciding upon certain corrective actions on Engagement Reviews.

1. Engagement Review Report Rating—Pass

   A RAB should not require any remedial corrective action(s) as a condition of acceptance of an Engagement Review with a report rating of pass. However, there may be instances where an implementation plan is required as a result of FFC forms. See item (A.4) in the following text for treatment of FFC forms, if any.

2. Engagement Review Report Rating—Pass With Deficiencies

   a. When a firm receives a report with a rating of pass with deficiencies, the RAB ordinarily should require some type of remedial or corrective action as a condition of acceptance. In addition, there may be instances where an implementations plan is required as a result of FFC forms. See item (A.4) in the following text for treatment of FFC forms, if any.

   b. The type of action required would depend on the nature of the deficiencies. See suggested actions in exhibit 5-2.

      (1) When a firm receives a report with a rating of pass with deficiencies on its Engagement Review, but (a) there are no reasons to suspect the firm does not have an understanding of GAAP, SSARS, and the SSAEs and (b) its responses to the matters described in the report are comprehensive, genuine, and feasible, the RAB ordinarily should require the firm to submit a copy of a subsequent report and accompanying financial statements to the review captain for review to show that the deficiencies have been corrected. If the firm’s responses are not comprehensive, genuine, and feasible, the report acceptance body should require the firm to submit a revised letter of response.

      (2) If the RAB believes that the deficiency(s) were caused by a general lack of knowledge of accounting or reporting matters, or both, the report acceptance body ordinarily should require that the individuals within the firm obtain specified types and amounts of CPE and monitor CPE completion. The RAB also might want to require the firm to submit a copy of a report issued subsequent to the peer review, along with the accompanying financial statements or documentation, or both, required by professional standards showing that deficiencies identified in the peer review have been corrected.

      (3) The RAB may choose to permit, but should not require except in rare circumstances, the firm to undergo an accelerated peer review in lieu of other remedial or corrective actions considered necessary in the circumstances. This would only be allowed when the firm elects, in writing, to have an accelerated review. An accelerated review would only be appropriate when the corrective action is post-issuance review.

         The accelerated review should generally commence after the firm has had sufficient opportunity to implement the corrective actions.

   c. The RAB should establish a due date when the corrective action should be completed. The corrective action should be completed as soon as reasonably possible; however, all known and relevant facts and circumstances should be considered (such as the anticipated completion date of subsequent engagements).
3. Engagement Review Report Rating—Fail
   
   a. When a firm receives a report with a rating of fail, the RAB should consider the nature of the significant deficiencies and evaluate what actions should be taken. The RAB should require some type of remedial, corrective action as a condition of acceptance. In addition, there may be instances where an implementations plan is required as a result of FFCs. See item (A.4) in the following text for treatment of FFC forms, if any.
   
   b. The following are suggestions for possible remedial corrective actions. Also, see suggested actions in exhibit 5-2.

   1. Require one or more individuals in the firm to take specified types and amounts of continuing professional education (CPE), or submit a copy of a report issued subsequent to the peer review, along with the accompanying financial statements, documentation, or both, required by professional standards. This information may be submitted to the review captain after individuals have completed the specified CPE when the deficiencies identified are related to one or two specific areas of accounting or reporting; and the review captain will report the results of his or her review.

   2. Require one or more individuals in the firm to take specified types and amounts of CPE and (a) require the firm to engage an outside party acceptable to the RAB to perform preissuance reviews of certain types or portions of engagements and (b) require a periodic report from the outside party to the RAB on the firm’s progress.

   3. The RAB may choose to permit, but not require the firm to undergo an accelerated peer review in lieu of other remedial or corrective actions considered necessary in the circumstances.

   c. The RAB should establish a due date when the corrective action should be completed. The corrective action should be completed as soon as reasonably possible; however, all known and relevant facts and circumstances should be considered (such as the anticipated completion date of subsequent engagements).

4. Engagement Review Finding for Further Consideration Form(s)
   
   a. A RAB ordinarily would not require an implementation plan or any related remedial corrective action(s) of a firm when its responses to findings addressed on FFC form(s) are comprehensive, genuine, and feasible. RABs may not be able to determine if responses are comprehensive, genuine, and feasible if the reviewed firm does not describe how it intends to implement the reviewer’s recommendation (or alternative plan if the firm does not agree with the recommendation, the person[s] responsible for implementation, the timing of the implementation and, if applicable, additional procedures to ensure the finding is not repeated in the future. If the responses are not comprehensive, genuine, and feasible, the RAB should have the firm revise its response. If the RAB determines, as part of its deliberations regarding the peer review, that an implementation plan in addition to the plan described by the firm in its responses on the FFC form are warranted, the firm will be required to evidence its agreement in writing (sec. 1000 par. .143).

   For engagement reviews, implementation plans requiring the involvement of an outside party are not appropriate. A matter on an engagement review resulting in an engagement not performed or reported on in accordance with professional standards in all material respects should be reported as a deficiency. Accordingly, if a RAB believes that involvement of an outside party is necessary to correct a finding, it is more likely that the finding should be reported as a deficiency in the report. Implementation plans are only appropriate on engagement reviews for repeat findings and firm license issues. In these instances, appropriate implementation plans would be the submission of the firm’s monitoring report to the RAB, CPE, or submission of proof of a valid firm license.

   b. When a firm receives a finding on a FFC form, which is determined to be a repeat, there is a question about whether some further action is required. In making this decision, the RAB must first look to see whether the firm made a genuine effort to correct the situation from the prior review(s).
(1) If it is apparent that the firm attempted to correct the repeated finding, and the firm’s response on the FFC form is specific on how the situation will be corrected, the RAB may decide that no additional implementation plan is necessary.

(2) If, on the other hand, it appears that the firm did not make a concerted effort to correct the repeated finding or if the RAB does not believe that the firm is committed to correct the situation, then it may require an implementation plan. The implementation plan could include such actions as requiring specified CPE or requiring the firm to submit a copy of an internal monitoring or inspection report to the RAB for review. The monitoring and inspection procedures should place particular emphasis on the findings reported on the FFC form, and the actions outlined in the firm’s response. As noted previously, involvement of an outside party is not acceptable in an engagement review. See the allowable plans in exhibit 5-2.

(3) The guidance for allowable plans as discussed in exhibit 5-2 must be followed, even in instances when the same finding is included on more than two reviews. However, in these instances, the RAB should consider a more rigorous implementation plan, including the adequacy of the amount and nature of required CPE. For example, the RAB may determine that more than eight hours of CPE is necessary and may require 24 hours or change the nature of the required courses. Another example would be for the RAB to require both CPE and submission of the firm’s monitoring report to the RAB.

c. The RAB should establish a due date when the implementation plan should be completed. The implementation plan should be completed as soon as reasonably possible; however, all known and relevant facts and circumstances should be considered (such as the timing of CPE program presentations or availability).

B. Communication of Corrective Action(s) or Implementation Plans to the Firm

1. When a decision is made to require corrective action(s) or implementation plans, the RAB or its designee should consider a need to call the firm before it sends a letter describing the required actions or plans in order to explain its decision and to eliminate the surprise. For remedial, corrective actions, the firm will be required (a) to evidence its agreement to perform these corrective action(s) in writing before the report is accepted and (b) to complete the action(s) as a condition of cooperation with the administering entity and the board. For implementation plans, the firm will be required (a) to evidence its agreement to perform and complete the implementation plan (b) in writing, as a condition of cooperation with the administering entity and the board.

2. When corrective action(s) or implementation plans require a service from an outside party, such as an external inspection or other monitoring assistance, or a pre-issuance review and the firm wants to use the team captain or team member who performed the firm’s peer review, independence rules must be considered. A RAB member or the other designated party should consider a need to discuss the following guidance with the firm or the review team captain, or both, or other outside party performing the corrective action, as applicable, to ensure that its ramifications are clearly understood.

In the Interpretation titled “Independence, Integrity, and Objectivity” of the revised Standards, independence would be considered impaired for purposes of being able to perform a firm’s peer review (whether as a team captain, review captain, or team member) for anyone also performing monitoring (for instance, engagement quality control review, post-issuance review, or inspection procedures), a consulting review, a quality control document review, preliminary quality control procedures review or pre-issuance review on an accounting or auditing engagement for the firm in the year prior to the current peer review year end. This would also apply if another individual from the reviewer’s firm was performing such services. The only exception is if those services were performed for the year immediately following the previous peer review year end. Thus, performing those services in the year preceding or during the year of the next peer review would impair independence for peer review purposes.
Exhibit 5-1

Reviewed Firm's Engagements Subject to Review

Engagements Reviewed

- Review financial statements or information, report, and documentation

Aggregation and Evaluation of Matters and Conclusion that One or More Findings Exist

One or More Deficiencies

- Remind Reviewed Firm of Obligation under AU-C sections 560 and 585 and AR section 100 paragraph .64, as applicable

No Deficiencies

- Document Actions Planned or Taken on MFC and Review Captain Summary

Deficiencies Not Evident on All Engagements (paragraph 110c)

- No Deficiencies

Deficiencies Exist on All Engagements (Significant Deficiency) (paragraph 110c)

- Deficiencies Not Evident on All Engagements

Evaluation of Findings and Conclusion that One or More Deficiencies Exist and Evaluation of Engagement Deficiencies

Considerations

- Documentation

MFC

- Nature and Relative Importance of Findings
- Material to understanding of the report or financial statements
- Omission of a critical procedure, including documentation

Report Rating:

- Pass

- Pass with Deficiencies

- Fail

DMFC

- Provides a summary and disposition of all MFCs

FFC

- Prepared for findings not considered deficiencies

Document Actions Planned or Taken on MFC and Review Captain Summary
EXAMPLE 1

Aggregation and Evaluation of Matters on a Single Engagement in an Engagement Review

Two partners who perform reviews and compilations.

**Engagement 1**—The review captain noted the following matters as a result of reviewing an omit disclosure compilation engagement from Partner 1 and documented them in MFCs:

- There was a numerical error in the financial statements that was immaterial and not deemed to be misleading (MFC 1).
- The titles on the financial statements were not consistent with the report issued but the applicable financial reporting framework was readily determinable (MFC 2).
- There was a failure to refer to the accountant’s report on each page of the financial statements (MFC 3).

In evaluating these matters, the review captain considered whether these either individually or in aggregate rose to a “finding.” Because a finding is one or more matters that the review captain has concluded results in financial statements or information, the related accountant’s reports submitted for review, or the procedures performed (including related documentation) not being performed or reported on in conformity with the requirements of applicable professional standards, the review captain determined that the first item did not rise to this level. However, the review captain concluded that the two other matters did rise to this level. MFC 2 and MFC 3 are now being considered findings.

The next step for the review captain is determining whether the two findings rose to the level of a deficiency. Because a deficiency is one or more findings that the review captain concludes are material to the understanding of the financial statements or information or related accountant’s reports, or represents omission of a critical procedure (including documentation) required by applicable professional standards, the review captain determined that neither of the two findings met this threshold and, therefore, concluded there were no deficiencies on this engagement.

**Engagement 2**—The review captain noted the following matters as a result of reviewing a full disclosure compilation engagement from Partner 2 and documented them in MFCs:

- The titles on the financial statements were not consistent with the report issued, but the applicable financial reporting framework was readily determinable (MFC 4).
- There was a failure to refer to the accountant’s report on each page of the financial statements (MFC 5).
- The financial statements show the reporting entity used an inappropriate method of revenue recognition (MFC 6).

In evaluating these matters, the review captain considered whether these either individually or in aggregate rose to a “finding.” Because a finding is one or more matters that the review captain has concluded results in financial statements or information, the related accountant’s reports submitted for review, or the procedures performed (including related documentation) not being performed or reported on in conformity with the requirements of applicable professional standards, the review captain determined that each of these matters rose to this level. So these three matters are now being considered findings.

The next step for the review captain is determining whether the three findings rose to the level of a deficiency. Because a deficiency is one or more findings that the review captain concludes are material to the understanding of the financial statements or information or related accountant’s reports, or represents omission of a critical procedure (including documentation) required by applicable professional standards, the review captain determined that the first two findings did not meet this threshold even though they were the same findings as noted on engagement 1 but did conclude that using an inappropriate method of revenue recognition did meet the threshold for being a deficiency.
**Engagement 3**—The review captain noted the following matters as a result of reviewing a review engagement from Partner 1 and documented them in MFCs:

- There was a failure to indicate the level of responsibility in the report taken for supplemental information that was presented with the financial statements (MFC 7).
- The report indicates the applicable financial reporting framework presented (for example, the AICPA’s Financial Reporting Framework for Small- and Medium-Sized Entities [FRF for SMEs accounting framework™]), but the financial statements and the report include titles generally understood to be applicable only to financial statements that are intended to present financial position, results of operations, or cash flows in accordance with GAAP (MFC 8).

Using the same steps previously mentioned, the review captain determined that each of these rose to the level of findings, but were not individually or in the aggregate a deficiency.

**Review Captain’s Evaluation of the Three Engagements Reviewed**

- Two of the engagements had two findings each.
- One engagement had a deficiency (and also had two findings).

**In determining the type of report to issue on an Engagement Review**

- The review captain cannot issue a report with a rating of *pass* because by definition, such a report does not have deficiencies.
- The review captain would not consider issuing a report with a rating of *fail* because consideration is only given to issuing a report with a rating of *fail* when deficiencies exist on all engagements.
- Therefore, because the review captain identified one engagement (of the three reviewed) that had a deficiency, the review captain issued a report with a rating of *pass with deficiencies*, and the deficiency and its recommendation discussed the inappropriate method of revenue recognition.

It should be further noted that the review captain prepared 8 MFCs and used the DMFC to articulate that MFC 1 was appropriately disposed of; MFCs 2 and 4 resulted in FFC 1 related to proper titles of financial statements presented; MFCs 3 and 5 resulted in FFC 2 relating to referring to the accountant’s report on each page of the financial statements, and MFCs 7 and 8 resulted in FFC 3 for reporting matters. MFC 6 was identified as resulting in a deficiency in the report.

**EXAMPLE 2**

**Sole practitioner who only performs 12 omit disclosure compilation engagements for the same client.**

The review captain selected two engagements to review: an interim and year-end compilation, and the only matters identified were that on each engagement, the accountant’s report did not note that management elected to omit substantially all disclosures.

**Review Captain’s Evaluation of the Two Engagements Reviewed**

The review captain determined that based on the definition of a deficiency (and the guidance provided by the board on this particular departure from professional standards that each engagement would be deemed as having a deficiency. Accordingly, the DMFC should indicate that each MFC was addressed in the report’s deficiency.

**In determining the type of report to issue on an Engagement Review**

The review captain understood that a report with a rating of *pass* is not permitted in an Engagement Review where a deficiency is identified on any engagement review. Ordinarily when each engagement reviewed has a deficiency, a report with a rating of *fail* is appropriate. So in this firm’s review, where each engagement had a deficiency, a report with a rating of *fail* is appropriate even though the deficiencies were identical, and there were no others.
**EXAMPLE 3**

Two partners, where one performs 12 omit disclosure compilation engagements for the same client, and the other performs 1 omit disclosure compilation engagement.

The review captain selected two engagements to review: an interim compilation from the first partner and second partner’s only compilation. The only matters identified were that on each engagement, the accountant’s report did not note that management elected to omit substantially all disclosures, and on one engagement, the applicable financial reporting framework was not disclosed in the accountant’s report or financial statements and was not easily determinable.

**Review Captain’s Evaluation of the Two Engagements Reviewed**

The review captain determined that based on the definition of a deficiency (and the guidance provided by the board) on these particular departures from professional standards that each engagement would be deemed as having a deficiency. Accordingly, the DMFC should indicate that each MFC was addressed in the report’s deficiency.

**In determining the type of report to issue on an Engagement Review**

The review captain understood that a report with a rating of *pass* is not permitted in an Engagement Review, where a deficiency is identified on any of its engagements reviewed. Ordinarily, when each engagement reviewed has a deficiency, a report with a rating of *fail* is appropriate.

In this review, there is a deficiency on one engagement related to the applicable financial reporting framework issue. In addition, each engagement also had a deficiency related to the accountant’s reports, not noting that management elected to omit substantially all disclosures.

Therefore, the review captain appropriately concluded that a report with a rating of *fail* should be issued.

Furthermore, the report should identify the deficiencies (or deficiency, if the matters are combined) as significant deficiencies. The only time there will be significant deficiencies on an Engagement Review is AFTER the determination is made that a report with a rating of *fail* is issued. Then, all of the deficiencies are referred to as significant deficiencies.

**EXAMPLE 4**

Sole practitioner performs one review engagement.

The review captain noted on the firm’s only engagement that the reporting entity’s accounts receivable and revenue balances seemed to be extremely high and not comparable to balances of the prior period’s financial statements presented in comparative form. The analytical procedures documented by the firm did not adequately explain the variance. The review captain determined that this is a measurement issue and, as allowed by the standards, asked the reviewed firm for documentation supporting unusual or atypical relationships.

The firm was unable to provide a plausible explanation and had no documentation of its inquiries or analytical procedures related to the obvious non-comparability of two important components of the financial statements. As a result, the review captain determined that this represented the omission of a critical procedure required by applicable professional standards.

Therefore, the review captain determined that this engagement met the threshold for a deficiency. Furthermore, because the firm’s only engagement resulted in a deficiency, a report with rating of *fail* should be issued. As with all reports with rating of *fail*, all of the deficiencies (or, in this example, the only deficiency) are identified as significant deficiencies.
EXAMPLE 5

Two partner firm, and one leaves the practice after the peer review year end. Firm performs one review, one full disclosure compilation, and one omit disclosure compilation.

The review captain selected one engagement from all three levels of service. Partner A performed the review and full disclosure compilation. Partner B performed the omit disclosure compilation. These were all initial engagements, and no subsequent engagements have been performed at the time of the peer review.

The review captain noted that there were no matters identified on either of Partner A’s engagements. However, Partner A notified the review captain after the engagement selection that Partner B, who is not an AICPA member, left the practice, moved to a state that doesn’t require peer review, and “took” the omit disclosure compilation client with him. Partner A also indicated that he has no working papers or a copy of the compilation report and the related financial statements, and phone calls and emails to the client and former partner have been not been returned.

With no matters noted on either of the two engagements reviewed, the review captain concluded that the issuance of a report with a rating of pass would be appropriate unless that conclusion is affected by the former owner’s absence. The review captain called the administering entity to discuss the effect of not being able to review the omit disclosure compilation. The administering entity’s representative appropriately determined that because the engagement was required to be selected to cover this level of service, and even though it was unavailable for selection for reasons beyond the control of the firm, that a scope limitation report was required.

The review captain appropriately issued a peer review report with a rating of pass with a scope limitation. In addition, when a scope limitation report is issued, the report must include an additional paragraph before the last paragraph describing the relationship of the excluded engagement to the firm’s practice as a whole, the highest level of service and industry concentration, if any, of the engagement(s) excluded from the potential selection, and the effect of the exclusion on the scope and results of the peer review.

Therefore, the review captain (who is a sole practitioner) added the following paragraph to the pass with scope limitation report:

“In performing my review, the firm notified me that I would be unable to review the engagement performed by a former partner who left the firm. Accordingly, I was unable to include in my review, as required, the firm’s only omit disclosure compilation engagement, which was in the manufacturing industry and represented one-third of the number of the firm’s engagements and 10 percent of its accounting hours subject to peer review during the year.”

In addition, the review captain tailored the first sentence of the standard last paragraph to read as follows:

“Based on my review, except for any deficiencies that might have come to my attention had I been able to review the excluded engagement, nothing came to my attention…”

The reviewed firm is not required to issue a letter of response to a report with a rating of pass with a scope limitation. The type of report issued (pass, pass with deficiencies, and fail) is independent of whether there is a scope limitation (that is, the scope limitation is an add-on to the report rating that the review captain already determined to be appropriate). Scope limitations are only attributable to situations related to the review captain’s inability to review engagements under certain circumstances and should not be confused with situations where the firm would be deemed as not cooperating and subject to fair procedures.

EXAMPLE 6

Sole practitioner performs reviews and full disclosure compilations.

The review captain selected two engagements from each level of service that the firm performs. The only matters identified (and documented in the three MFCs) were that a few disclosures were missing or incomplete in the areas of cash equivalents, concentration of credit risk, and details of related party transactions.

The review captain reviewed the firm’s prior pass with deficiency peer review report and FFC forms and letter of response (Engagement Review). The reasons for the pass with deficiency report in the previous review related to the failure of the accountant’s report to address omitted disclosures in the financial statements of a common interest realty association (CIRA) entity of funding for major repairs and replacements and the accounting
policy for common property and restrictions on the use or disposition of common property on a CIRA engagement. The firm’s letter of response indicated that as a part of system of quality control (even though the review was an Engagement Review), it would complete a CIRA disclosure checklist on all such engagements in the future.

The review captain needed to determine if the disclosure matters identified on the current reviews were repeats and determined that because the disclosure matters were all different than in the prior review, they should not be considered repeats.

The review captain was interested in the firm’s response in the prior review as it related to a change in its system of quality control. The review captain was considering asking the firm for a copy of its current policies and procedures related to its system of quality control as they related to the use of disclosure checklists, as Statement on Quality Control Standards (SQCS) No. 8, A Firm’s System of Quality Control (Redrafted) (AICPA, Professional Standards, QC sec. 10), requires a written quality control policies and procedures document. However, upon reviewing other guidance, the review captain determined that reviewing a firm’s written quality control policies and procedures document is outside the scope of an Engagement Review.

The review captain then evaluated the disclosure matters in the three MFCs and considered whether each of these either individually or in aggregate rose to a “finding.” Because a finding is one or more matters that the review captain has concluded results in financial statements or information, the related accountant’s reports submitted for review, or the procedures performed (including related documentation) not being performed or reported on in conformity with the requirements of applicable professional standards, the review captain determined that the matters did rise to the level of a finding.

The next step for the review captain is determining whether the finding rose to the level of a deficiency. Because a deficiency is one or more findings that the review captain concludes are material to the understanding of the financial statements or information or related accountant’s reports or represents omission of a critical procedure (including documentation) required by applicable professional standards, the review captain determined that the finding did not meet this threshold and, therefore, concluded there were no deficiencies on this engagement.

The review captain completed one FFC form where all of the disclosure findings were documented, along with the firm’s response and signature by an authorized representative of the reviewed firm.

The review captain completed the DMFC by listing the three MFCs (1, 2, and 3), and showing that each was included in FFC 1. The review captain issued a report with a rating of pass and submitted the MFCs, the DMFC, and the FFC to the administering entity along with the report and other review working papers.

**EXAMPLE 7**

**Sole practitioner refuses to submit a representation letter to the review captain.**

The review captain reviewed the firm’s engagements and noted that there were no matters, but he had not received the firm’s representation letter yet. After several requests, the reviewed firm informed the review captain that it will not submit a representation letter to the review captain (even though the review captain discussed the requirement with the firm). The review is now 30 days past its due date, and the review captain planned to issue a report with a rating of pass with a scope limitation but called the administering entity first.

The administering entity appropriately instructed the review captain not to issue the report as planned. Refusal by a firm to provide a representation letter is not a scope limitation but rather a matter on noncooperation. The administering entity called the reviewed firm to advise that it will begin sending the firm noncooperation letters related to the firm’s failure to submit the required representation letter to the review captain. As a result, if the firm continues not to cooperate after fair procedures are followed, the firm’s enrollment in the AICPA Peer Review Program may be terminated.

This example illustrates the importance of distinguishing matters of noncooperation from matters where engagements may need to be excluded from the peer review and, as a result, a scope limitation report is necessary.
### Exhibit 5-2

**Suggested Actions and Allowable Plans**

**Engagement Review Peer Review Rating—Pass With Deficiencies or Fail**

<table>
<thead>
<tr>
<th>Suggested action(s) to be performed as soon as reasonably possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Require firm to submit a copy of a subsequent report and accompanying financial statements to review captain⁶</td>
</tr>
<tr>
<td>• Require members of the firm to take specified types and amounts of CPE</td>
</tr>
<tr>
<td>• Require the firm to hire an outside party acceptable to the RAB to perform pre-issuance and post-issuance reviews of certain types or portions of engagements and to report periodically to the RAB on the firm’s progress</td>
</tr>
<tr>
<td>• Require the firm to hire an outside party acceptable to the RAB to review the firm’s remediation of an engagement not performed or reported on in conformity with professional standards in all material respects</td>
</tr>
</tbody>
</table>

### Finding for Further Consideration Form(s)¹¹

<table>
<thead>
<tr>
<th>Finding</th>
<th>Allowable plans to be performed as soon as reasonably possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement(s) indicate the following:</td>
<td>• Require members of the firm to take specified types and amounts of CPE</td>
</tr>
<tr>
<td>• Repeat findings¹²</td>
<td>• Require firm to submit monitoring report or inspection report to the report acceptance body</td>
</tr>
<tr>
<td>• Failure to possess applicable firm license(s)</td>
<td>• Submit proof of valid firm license(s)</td>
</tr>
</tbody>
</table>

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⁶ RAB should allow flexibility and allow the firm to elect to have an accelerated review.

¹¹ These are the only situations in which implementation plans are appropriate. Further, these are the only plans allowable. If the RAB believes a different implementation plan is necessary, what has been reported as a finding should more likely be reported as a deficiency in the report.

¹² The guidance for allowable plans as discussed previously in this section must be followed, even in instances when the same finding is included on more than two reviews. However, in these instances, the RAB should consider a more rigorous implementation plan, including the adequacy of the amount and nature of required CPE. For example, the RAB may determine that more than eight hours of CPE is necessary and may require 24 hours or change the nature of the required courses. Another example would be for the RAB to require both CPE and submission of the firm’s monitoring report to the RAB.
CHAPTER 6
Monitoring Corrective Actions and Implementation Plans

Corrective Actions

I. Monitoring Process

The peer review committee’s responsibilities include ensuring that all corrective actions related to deficiencies or significant deficiencies in the peer review report have been completed to the satisfaction of the committee. As such

A. procedures should be established to monitor corrective actions and the results of the application of corrective actions. Procedures should also include monitoring firms that have overdue corrective actions to ensure appropriate reminder and overdue letters are being generated and mailed timely.

B. depending on the issues associated with the corrective actions, a technical reviewer may accept the corrective actions on behalf of the report acceptance body (RAB), if the peer review committee or RAB approves the technical reviewer to accept on their behalf. See chapter 2, section VI for a discussion of the technical reviewer’s role and responsibilities regarding corrective actions.

C. if the corrective actions include an inspection or other monitoring procedures by an outside party, the outside party should issue a report that describes the procedures performed and the conclusions reached as a result of those procedures.

D. when the outside party’s report is submitted to the RAB, the report should include the following elements:

- A description of the corrective actions required by the RAB.
- A description of the representations made by the reviewed firm regarding the corrective actions taken by the firm since its most recent peer review.
- A description of the procedures performed by the outside party.
- A summary of the results of the outside party’s procedures, including a description of any representations made by the reviewed firm regarding further planned actions and the outside party’s comments on the appropriateness of those actions. The outside party may consider recommending additional corrective actions if he or she believes the results reveal continued weaknesses in the reviewed firm’s system of quality control.
- A statement that the letter or report is intended for limited distribution to the administering entity’s peer review committee or its report acceptance body and the reviewed firm, and is not intended as a substitute or replacement for the peer review documents issued on the firm’s peer review.
- Information enabling the RAB to evaluate whether the firm has improved.

E. when a team captain revisit is required, it is not necessary that the revisit be performed by the team captain. The RAB may direct the firm to use an individual other than the team captain, or the firm may request the revisit be performed by an individual other than the team captain. However, the individual performing the revisit must be acceptable to the RAB.

F. when cost is a concern, the firm should be reminded that costs associated with corrective actions are necessary to help the firm improve its quality control system or otherwise comply with professional standards. Firms are responsible for the costs of remedial, corrective actions in connection with their peer review.
II. Requiring Additional Corrective Actions

Guidance for determining when and what type of initial corrective action(s) to require as a result of a review is contained in chapter 4 and chapter 5 for System and Engagement Reviews, respectively.

Additional corrective actions are required when such actions previously requested of the firm have been completed, but the results indicate that the actions did not bring about the improvement expected.

The following are general guidelines that RABs should follow in determining whether additional actions are required:

A. Consideration should be given to the following factors in determining the need for additional corrective actions:

1. The amount of improvements made by the firm, even if some findings remain. When a firm shows significant progress as a result of corrective actions, no additional actions should be required unless significant findings remain.

2. Whether the firm can continue to make improvements on its own.

3. The reason that improvement was not made as expected.

4. The significance of current findings.

5. The nature and size of the firm’s practice, including the number of engagements and personnel and the types of engagements performed.

6. Whether the firm’s corrective actions were or are timely and appropriate.

B. Corrective actions that are initially required represent the best attempt to improve the firm based on the information available to the RAB at the time the review was considered. The results from completed corrective actions may provide more current information to the RAB on additional corrective actions that may now be more effective in correcting the deficiencies or significant deficiencies identified in the firm’s review.

C. The following are illustrative examples that may be appropriate, but the circumstances on each review need to be evaluated on a case by case basis.

1. When a team captain (or another individual acceptable to the RAB) revisit report indicates deficiencies or significant deficiencies still exist, but the RAB believes that performance has improved, the firm should be required to submit proof of actions taken to resolve deficiencies or significant deficiencies that remain.

2. If an accelerated review was performed in lieu of other corrective actions and the report issued in connection with the accelerated review includes the same or similar deficiencies or significant deficiencies (that is, the firm received another report with a rating of pass with deficiencies or fail), (a) some or all of the firm’s accounting and auditing staff should be required to complete specified types and amounts of continuing professional education (CPE), and (b) the firm should be directed to hire or engage an outside party to perform a pre-issuance review of specified engagements. The individual performing the pre-issuance reviews should be required to issue a periodic report to the RAB on the firm’s progress. The periodic reports should continue until the RAB concludes the firm’s improvement is satisfactory.

3. When the results of an accelerated review indicate that deficiencies or significant deficiencies still exist (that is, the firm received a report with a rating of pass with deficiencies or fail), but the RAB, nonetheless, concludes some improvements have been made, the firm should be required to submit proof of actions taken to resolve deficiencies or significant deficiencies that remain.

4. When an outside party’s inspection or monitoring report indicates that deficiencies or significant engagement deficiencies still exist, (a) some or all of the firm’s accounting and auditing staff should be required to complete specified types and amounts of CPE and (b) the firm should be directed to hire
or engage an outside party to perform a pre-issuance review of specified engagements. The individual performing the pre-issuance reviews should be required to issue a periodic report to the RAB on the firm’s progress. The periodic reports should continue until the RAB concludes the firm’s improvement is satisfactory.

5. When an inspection or monitoring report prepared internally indicates that matters identical or similar to those that led to deficiencies or significant engagement deficiencies in the firm’s previous review still exist, and the RAB believes that there is an individual in the firm that does not understand generally accepted accounting principles (GAAP), generally accepted accounting standards (GAAS), generally accepted government auditing standards (GAGAS), Statements on Standards for Accounting and Review Services (SSARs), or Statements on Standards for Attestation Engagements (SSAEs), that individual should be required to complete specified types and amounts of CPE. Additionally, the firm should submit its next inspection or monitoring report to determine if that individual’s performance has improved.

6. When a firm continues to have a problem in a specific area or industry, a corrective action that focuses only on that area or industry, such as the review of a subsequent engagement(s), may be required. Also, a RAB should specifically tailor additional corrective action in response to results of the initially imposed corrective action or monitoring plan.

III. Guidance When a Corrective Action Should be Replaced or Waived

When a committee requests firms to complete corrective actions (action), it is expected that the firm will comply with the actions on a timely basis. In certain situations, the committee may need to determine if an action should be replaced or waived. The committee should review these situations on a case by case basis.

When considering replacing or waiving an action, committees should review the facts and circumstances surrounding the deficiencies or findings and the reason for the original action. It should first consider replacing an action rather than automatically waiving an action.

Corrective Action Should Generally Not be Waived

Firms should ordinarily be required to perform actions issued by the committee. Actions should ordinarily not be waived if the firm does not or cannot meet the due date of the action or for the reason that its next peer review will be due in the near future. In situations such as this, the firm is deemed as not cooperating with the program. The administering entity should follow procedures for overdue actions. Only when firms have situations similar to the examples discussed in the preceding sections should the committee consider waiving actions.

Consideration for Replacing Corrective Actions

Committees may request corrective actions that are industry or engagement type specific but address a firm’s noncompliance with its system of quality control policies and procedures. The noncompliance may have been evident in more than one industry or engagement type. If the firm represents that it will no longer perform engagements in a specific industry but had deficiencies related to the same systemic cause detected in several engagements or industries, the committee should consider whether the action should still be completed or replaced with another corrective action.

For example, the only peer review deficiencies noted were related to industry specific matters on the firm’s only two Employee Retirement Income Security Act (ERISA) engagements. The underlying systemic cause did not extend to other aspects of the firm’s practice. The RAB required the firm to submit to an outside party the next ERISA engagement for a pre-issuance review. The firm represents it is no longer performing ERISA engagements. Because the systemic cause did not extend to other aspects of the firm’s practice, the RAB could waive the corrective action with the understanding that the firm will be required to comply with the action if they accept another ERISA engagement. If, however, the underlying systemic cause extended to other aspects of the firm’s practice due to the firm not complying with its quality control policies and procedures, the committee should consider replacing the corrective action with the requirement to submit a pre-issuance review of an audit engagement.
Consideration for Waiving Corrective Actions

Committees should waive actions only after it has considered all replacement options. There are few situations where it is appropriate to waive an action. Some of those examples follow (this is not an all-inclusive list):

1. The firm represents it is no longer performing the types of engagements that were the source of the deficiencies and the underlying systemic cause did not extend to other aspects of the firm’s practice. (see the following section)

2. The firm has given up its auditing and accounting practice and represents it has no plans to perform audit or accounting engagements in the future. If the firm represents that it will no longer perform audits but will continue the accounting practice, the committee should consider whether the corrective action should be replaced.

3. A partner leaves the firm and that partner was the sole source of the engagement or systemic deficiencies.

4. The firm has been sold and is no longer practicing and not licensed to practice. This does not include mergers or situations when a firm is no longer in existence and the partners have taken their respective clients to another firm.

Firm Represents no Longer Performing Certain Engagements

Committees may request firms to complete corrective actions or implementation plans that are industry or engagement-type specific when deficiencies or findings in that industry or specific engagement type are identified during the peer review. In situations where the firm represents that it will no longer perform engagements in that industry (such as A-133) or those types of engagements (such as audits), the action may be replaced or waived. In such cases, the firm must remit a written representation to the administering entity indicating that it is no longer performing or has no future plans to perform that type of engagement or engagements in that industry. The representation should include a listing of such engagements that were issued since the last peer review year end and it should be signed by the Managing or Quality Control partner. The representation should be submitted to the Committee (or Technical Reviewer if designated by the committee) for consideration. Based on this representation, the committee may decide to replace the original actions or waiver the actions completely.

Note: When a firm represents it will no longer perform certain types of engagements or engagements in a specific industry prior to the review being submitted for acceptance by the committee, the firm must include such representation in the letter of response.

Firm Performs Certain Engagements in the Future After Corrective Action Has Been Waived

There could be situations in which the firm accepts an engagement after providing a written representation that the firm is no longer performing or not planning to perform certain engagements (in a specific industry or of an engagement-type) in the future, and a corrective action was waived. In this situation, the firm is required to notify the administering entity upon acceptance of the engagement. Upon notification, the committee should consider whether the firm should perform any actions related to the recently accepted engagement. This would be determined on a case by case situation and based upon the facts and circumstances presented by the firm.

IV. Determining Noncooperation of Reviewed Firms

Paragraph 5h of the standards notes that firms (and individuals) enrolled in the program have the responsibility to cooperate with the peer reviewer, administering entity, and the board in all matters related to the peer review, including taking remedial, corrective actions as needed.

Failing to Correct Deficiencies or Significant Deficiencies

Instances of noncooperation by a reviewed firm would include, but are not limited to (sec. 1000 par. .144)

- refusal to cooperate;
- failure to correct deficiencies or significant deficiencies;
• deficiencies that indicate the firm to be so seriously deficient in its performance that education and re-
medial, corrective actions are not adequate;
• receiving peer reviews with recurring deficiencies or significant deficiencies that are not corrected; and
• failure to receive a pass report after receiving a peer review rating of pass with deficiencies or fail when the firm received notification through a method providing proof of receipt that a consecutive peer review report rating of pass with deficiencies or fail may be considered a failure to cooperate with the administering entity.

In addition, AICPA Board Resolution states the following;

A firm is deemed as failing to cooperate once the review has commenced by

• not responding to inquiries.
• withholding information such as the following that is significant to the peer review:
  — Failing to discuss communications received by the reviewed firm relating to allegations or investi-
gations in the conduct of accounting, auditing, or attestation engagements from regulatory, moni-
toring, or enforcement bodies.
  — Omission or misrepresentation of information relating to its accounting and auditing practice as
defined by the AICPA Standards for Performing and Reporting on Peer Reviews including, but
not limited to, engagements performed under Government Auditing Standards, audits of employee
benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examina-
tions of service organizations (Service Organizations Control [SOC] 1 and 2 engagements).
• not providing documentation including but not limited to the representation letter, quality control doc-
uments, engagement working papers, all aspects of functional areas.
• not responding to MFCs or FFCs timely.
• limiting access to offices, personnel or other.
• not facilitating the arrangement for the exit conference on a timely basis.
• failing to timely file the report, and the response thereto related to its peer review, if applicable.
• failing to cooperate during oversight.
• failing to timely acknowledge and complete required corrective actions or implementation plans.

If a firm is deemed not to be cooperating, the RAB or the technical reviewer should advise the adminis-
tering entity’s peer review committee concerning this fact. In such circumstances, the administering entity’s peer review committee should consider whether additional requirements for remedial or corrective actions are adequate responses to the situation. If, after the firm received notification through fair procedures, the committee deems that the firm is still not cooperating, it should refer the matter to the board with a recom-
mendation that the board appoint a hearing panel to consider whether the firm’s enrollment in the AICPA Peer Review Program should be terminated or whether some other action should be taken. Such a referral should be supported by a two-thirds vote of the administering entity’s full peer review committee.

Submission of a firm for termination must include supporting documentation such as, but not limited to, warning letters issued to the firm, information of other correspondence whether verbal or written, notes from committee meetings, and a timeline outlining the various communications. AICPA staff will submit a Notice of Hearing to the firm via certified mail. If a decision is made by the hearing panel to terminate a firm’s enrollment in the program, the firm will have the right to appeal to the AICPA Joint Trial Board for a review of the hearing panel’s findings. The fact that a firm’s enrollment in the program has been terminated shall be published in such form and manner as the AICPA Council may prescribe (sec. 1000 par. .145).
Notification to be sent to Firms Receiving Initial Pass With Deficiencies or Fail Reports

The board has determined that, through a method providing proof of receipt, notification should be sent to the firm whenever the firm has received a pass with deficiencies or fail report.

The notification includes a copy of the resolution and notifies the firm that if the firm fails to receive a pass report rating on its next peer review, the full committee of the administering entity may refer the matter to the board for it to consider whether a hearing should be held for the firm’s failure to cooperate with the administering entity. This notification is required as part of the fair procedures if the committee determines that a firm is not cooperating and refers the firm to the board for consideration of termination.

Failing to Improve on Consecutive Peer Reviews

Reviewed firms failing to improve on consecutive peer reviews as a result of not correcting deficiencies or significant deficiencies would be deemed as non-cooperating if the following criteria are met:

Failing to receive a pass report after receiving a peer review report rating of pass with deficiencies or fail and the firm received notification through a method providing proof of receipt that a consecutive peer review report rating of pass with deficiencies or fail may be considered a failure to cooperate with the administering entity (Interpretation No. 5h-1—Excerpt from AICPA Peer Review Board Resolution Adopted April 29, 1996, with amendments through January 1, 2009, May 3, 2011, August 8, 2012, January 30, 2014, September 30, 2014, and November 14, 2014).

Determining When to Refer a Firm to the Board for Noncooperation

If the firm fails to receive a pass report rating on its next peer review, the RAB, and ultimately the administering entity’s peer review committee, must assess whether this should be deemed as non-cooperation by the firm. This needs to be considered on a case-by-case basis. Refer to the following table:

<table>
<thead>
<tr>
<th>First Report Was</th>
<th>Second Report Was</th>
<th>Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass with deficiencies</td>
<td>Pass</td>
<td>None</td>
</tr>
<tr>
<td>Pass with deficiencies</td>
<td>Pass with deficiencies</td>
<td>Committee assessment</td>
</tr>
<tr>
<td>Pass with deficiencies</td>
<td>Fail</td>
<td>Committee assessment (presumption of referral)</td>
</tr>
<tr>
<td>Fail</td>
<td>Pass</td>
<td>None</td>
</tr>
<tr>
<td>Fail</td>
<td>Pass with deficiencies</td>
<td>Committee assessment</td>
</tr>
<tr>
<td>Fail</td>
<td>Fail</td>
<td>Committee assessment (presumption of referral)</td>
</tr>
</tbody>
</table>

Three consecutive non-pass reports | Referral

The decision to assess the firm’s attempted improvement to determine if the firm should be referred to the board should include reviewing the previous peer review documents including the report(s), LOR(s), and related follow up actions. Committee considerations should include, but not be limited to, the following:

- Has the firm improved at all? Does the firm appear to be attempting to improve? Examples may include evidence of actions outside of those in the firm’s Letter of Response or corrective actions to resolve deficiencies or significant deficiencies.
- Did the firm implement corrective actions?
- Are the deficiencies the same as before?
- Did the firm have numerous deficiencies in the previous peer review that were just replaced with different ones?
• Although the deficiencies met the criteria to include in the peer review report(s), what specifically is the nature of deficiencies as compared to previous reviews?

• Did an accelerated review cover a period that provided the firm sufficient time to correct deficiencies?

After the RAB’s careful review of the preceding considerations, the firm should be referred to the board if it is evident the firm did not implement the corrective actions it stated it would, deficiencies in previous peer reviews are included in the current peer review, or the firm has not made attempts to appropriately design or comply with its system of quality control.

An example when a firm should not be referred to the board for noncooperation might be when the firm has demonstrated improvement from the last peer review but other deficiencies were noted causing a consecutive pass with deficiencies or fail report. In this case, it would appear that the firm had taken actions that corrected the prior reported deficiency. However, in doing so, it may have created new deficiencies. In this case, the firm is deemed to be cooperating because it took remedial actions to correct the original deficiencies. Instead of referring the firm to the board, the firm should be given corrective actions that will allow the firm to rectify the deficiency.

If a firm’s previous system peer review resulted in a report with a peer review rating of *pass with deficiencies* or *fail* due to significant audit deficiencies and the firm subsequently gave up its audit practice and notified the administering entity in writing or in the letter of response, the committee may decide that the firm should not be referred to the board for noncooperation.

If a firm receives a report with a peer review rating of *fail* after having received either a peer review rating of *pass with deficiencies* or *fail* in its prior peer review, there is a presumption that the assessment of the full committee of the administering entity would result in a referral of the matter to the board for it to consider whether a hearing should be held for the firm’s failure to cooperate with the administering entity. This presumption may be overcome by circumstances evaluated during the assessment, such as evidence of aggressive actions by the firm to correct the deficiencies or significant deficiencies.

If the peer review committee refers the firm to the board for noncooperation, it should remit its documented evaluation of the committee’s considerations with other supporting documentation to the board. The board will review this information when considering whether the firm’s enrollment in the AICPA Peer Review Program should be terminated or whether some other action should be taken.

If a firm receives three consecutive reports with a peer review rating of *pass with deficiencies* or *fail*, the full committee of the administering entity shall refer the matter to the board for it to consider whether a hearing should be held for the firm’s failure to cooperate with the administering entity.

If a decision is made by the hearing panel to terminate a firm’s enrollment in the program, the firm will have the right to appeal to the AICPA Joint Trial Board for a review of the hearing panel’s findings. The fact that a firm’s enrollment in the program has been terminated shall be published in such form and manner as the AICPA Council may prescribe (sec. 1000 par.145).

**Implementation Plans**

**I. Monitoring Process**

The peer review committee’s responsibilities include ensuring that all implementation plans related to findings on FFC forms have been completed to the satisfaction of the committee. As such

A. procedures should be established to monitor implementation plans and the results of the application of implementation plans. Procedures should also include monitoring firms that have overdue implementation plans to ensure appropriate reminder and overdue letters are being generated and mailed timely.

B. depending on the issues associated with the implementation plans, a technical reviewer may accept the corrective actions on behalf of the RAB, if the peer review committee or RAB approves the technical reviewer to accept on their behalf. See chapter 2, section VI, for a discussion of the technical reviewer’s role and responsibilities regarding corrective actions.
C. if the implementation plans involves an outside party, the outside party should issue a report that describes the procedures performed and the conclusions reached as a result of those procedures.

D. when the outside party’s report is submitted to the RAB, the report should include the following elements:

- A description of the implementation plans required by the RAB
- A description of the representations made by the reviewed firm regarding the changes made by the firm since its most recent peer review
- A description of the procedures performed by the outside party
- A summary of the results of the outside party’s procedures, including a description of any representations made by the reviewed firm regarding further planned actions and the outside party’s comments on the appropriateness of those actions (The outside party may consider recommending additional implementation plans if he or she believes the results reveal continued weaknesses in the reviewed firm’s system of quality control)
- A statement that the letter or report is intended for limited distribution to the administering entity’s peer review committee or its RAB and the reviewed firm, and it is not intended as a substitute or replacement for the peer review documents issued on the firm’s peer review
- Information enabling the RAB to evaluate whether the firm has improved

E. when cost is a concern, the firm should be reminded that costs associated with implementation plans are necessary to help the firm improve its quality control system or otherwise comply with professional standards. Firms are responsible for the costs of remedial, implementation plans in connection with their peer review.

II. Requiring Additional Implementation Plans

Guidance for determining when and what type of initial implementation plans to require as a result of a review is contained in chapter 4 and chapter 5 for system and engagement reviews, respectively.

Additional implementation plans are required when such actions previously requested of the firm have been completed, but the results indicate that the actions did not bring about the improvement expected.

The following are general guidelines that RABs should follow in determining whether additional plans are required:

A. Consideration should be given to the following factors in determining the need for additional implementation plans, including

1. The amount of improvements made by the firm. When a firm shows significant progress as a result of implementation plans, no additional plans should be required.

2. Whether the firm can continue to make improvements on its own.

3. The reason that improvement was not made as expected.

4. The significance of current findings.

5. The nature and size of the firm’s practice, including the number of engagements and personnel and the types of engagements performed.

6. Whether the firm’s implementation plans were or are timely and appropriate.

B. Implementation plans that are initially required represent the best attempt to improve the firm based on the information available to the RAB at the time the review was considered. The results from completed implementation plans may provide more current information to the RAB on additional implementation plans that may now be more effective in correcting the findings identified in the firm’s review.
C. The following are illustrative examples that may be appropriate, but the circumstances on each review need to be evaluated on a case by case basis.

1. When an inspection or monitoring report prepared internally indicates that matters identical or similar to those that led to findings in the firm’s previous review still exist, and the RAB believes that there is an individual in the firm that does not understand GAAP, GAAS, GAGAS, SSARSSs, or SSAEs, that individual should be required to complete specified types and amounts of CPE. Additionally, the firm should submit its next inspection or monitoring report to determine if that individual’s performance has improved.

2. When a firm continues to have a problem in a specific area or industry, an implementation plan that focuses only on that area or industry, such as the review of a subsequent engagement(s), may be required. An implementation plan of this nature is only appropriate in relation to engagements not performed or reported on in accordance with professional standards in all material respects identified in a system review. Also, a RAB should specifically tailor additional implementation plans in response to results of the initially imposed implementation plan.

III. Guidance When an Implementation Plan Should Be Replaced or Waived

When a committee requests firms to complete an implementation plan (plan), it is expected that the firm will comply with the actions or plan on a timely basis. In certain situations, the committee may need to determine if a plan should be replaced or waived. The committee should review these situations on a case-by-case basis.

When considering replacing or waiving a plan, committees should review the facts and circumstances surrounding the findings and the reason for the original plan. It should first consider replacing a plan rather than automatically waiving a plan.

Implementation Plan Should Generally Not Be Waived

Firms should ordinarily be required to perform plans issued by the committee. Plans should ordinarily not be waived if the firm does not or cannot meet the due date of the plan or for the reason that its next peer review will be due in the near future. In situations such as this, the firm is deemed as not cooperating with the program. The administering entity should follow procedures for overdue plans. Only when firms have situations similar to the examples discussed in the preceding sections should the committee consider waiving plans.

Consideration for Replacing Implementation Plans

Committees may request implementation plans that are industry or engagement type specific but address a firm’s noncompliance with its system of quality control policies and procedures. The noncompliance may have been evident in more than one industry or engagement type. If the firm represents that it will no longer perform engagements in a specific industry but had findings related to the same systemic cause detected in several engagements or industries, the committee should consider whether the plan should still be completed or replaced with another corrective plan.

For example, the only peer review findings noted were related to industry specific matters on the firm’s only two Employee Retirement Income Security Act (ERISA) engagements. The engagements were deemed to be performed and reported on in accordance with professional standards in all material respects. The underlying systemic cause did not extend to other aspects of the firm’s practice. The RAB required the firm; personnel that performed ERISA engagements to take eight hours of ERISA CPE. The firm represents it is no longer performing ERISA engagements. Because the systemic cause did not extend to other aspects of the firm’s practice, the RAB could waive the implementation plan with the understanding that the firm will be required to comply with the plan if they accept another ERISA engagement. If, however, the underlying systemic cause extended to other aspects of the firm’s practice due to the firm not complying with its quality control policies and procedures, the committee should consider replacing the implementation plan with the requirement to submit its next monitoring report to the RAB with a focus on the findings and firm response included on the FFC form.
Consideration for Waiving Implementation Plans

Committees should waive plans only after it has considered all replacement options. There are few situations when it is appropriate to waive a plan. Some examples of this include (this is not an all-inclusive list):

1. The firm represents it is no longer performing the types of engagements that were the source of the findings and the underlying systemic cause did not extend to other aspects of the firm’s practice. (See the section titled “Firm Represents no Longer Performing Certain Engagements” in this chapter.)

2. The firm has given up its auditing and accounting practice and represents it has no plans to perform audit or accounting engagements in the future. If the firm represents that it will no longer perform audits but will continue the accounting practice, the committee should consider whether the implementation plan should be replaced.

3. A partner leaves the firm and that partner was the sole source of the engagement or systemic findings.

4. The firm has been sold and is no longer practicing and not licensed to practice. This does not include mergers or situations when a firm is no longer in existence and the partners have taken their respective clients to another firm.

Firm Represents No Longer Performing Certain Engagements

Committees may request firms to complete implementation plans that are industry or engagement-type specific when findings in that industry or specific engagement type are identified during the peer review. In situations in which the firm represents that it will no longer perform engagements in that industry (such as A-133) or those types of engagements (such as audits), the plan may be replaced or waived. In such cases, the firm must remit a written representation to the administering entity indicating that it is no longer performing or has no future plans, or both, to perform that type of engagement or engagements in that industry. The representation should include a listing of such engagements that were issued since the last peer review year-end, and it should be signed by the managing or quality control partner. The representation should be submitted to the committee (or technical reviewer if designated by the committee) for consideration. Based on this representation, the committee may decide to replace the original plan or waive the plan completely.

Note: When a firm represents it will no longer perform certain types of engagements or engagements in a specific industry prior to the review being submitted for acceptance by the committee, the firm must include such representation in the letter of response.

Firm Performs Certain Engagements in the Future After Implementation Plan Has Been Waived

There could be situations in which the firm accepts an engagement after providing a written representation that the firm is no longer performing or not planning to perform certain engagements (in a specific industry or of an engagement-type) in the future, and an implementation plan was waived. In this situation, the firm is required to notify the administering entity upon acceptance of the engagement. Upon notification, the committee should consider whether the firm should perform any plans related to the recently accepted engagement. This would be determined on a case by case situation and based upon the facts and circumstances presented by the firm.

IV. Determining Noncooperation of Reviewed Firms

Paragraph 5h of the standards notes that firms (and individuals) enrolled in the program have the responsibility to cooperate with the peer reviewer, administering entity, and the board in all matters related to the peer review, including following implementation plans as needed.

When a firm has an implementation plan imposed by the committee and fails to acknowledge its agreement to complete the implementation plan or fails to provide evidence documenting completion of the implementation plan, the firm could be deemed as not cooperating. Although agreeing to and completing such a plan is not tied to the acceptance of the peer review, if the firm fails to cooperate, the firm would be subject to fair procedures that could result in the firm’s enrollment in the program being terminated.
In addition, AICPA Board Resolution states;

A firm is deemed as failing to cooperate once the review has commenced by:

- not responding to inquiries.
- withholding information significant to the peer review, for instance but not limited to failing to discuss communications received by the reviewed firm relating to allegations or investigations in the conduct of accounting, auditing or attestation engagements from regulatory, monitoring or enforcement bodies.
- not providing documentation including but not limited to the representation letter, quality control documents, engagement working papers, all aspects of functional areas.
- not responding to MFCs or FFCs timely.
- limiting access to offices, personnel or other.
- not facilitating the arrangement for the exit conference on a timely basis.
- failing to timely file the report, and the response thereto related to its peer review, if applicable.
- failing to cooperate during oversight.
- failing to timely acknowledge and complete required corrective actions or implementation plans.

If a firm is deemed not to be cooperating, the RAB or the technical reviewer should advise the administering entity’s peer review committee concerning this fact. In such circumstances, the administering entity’s peer review committee should consider whether additional requirements for remedial or corrective actions are adequate responses to the situation. If, after the firm received notification through fair procedures, the committee deems that the firm is still not cooperating, it should refer the matter to the AICPA Peer Review Board with a recommendation that the AICPA Peer Review Board appoint a hearing panel to consider whether the firm’s enrollment in the AICPA Peer Review Program should be terminated or whether some other action should be taken. Such a referral should be supported by a two-thirds vote of the administering entity’s full peer review committee.

Submission of a firm for termination must include supporting documentation such as, but not limited to, warning letters issued to the firm, information of other correspondence whether verbal or written, notes from committee meetings, and a timeline outlining the various communications. AICPA staff will submit a “Notice of Hearing” to the firm via certified mail. If a decision is made by the hearing panel to terminate a firm’s enrollment in the program, the firm will have the right to appeal to the AICPA Joint Trial Board for a review of the hearing panel’s findings. The fact that a firm’s enrollment in the program has been terminated shall be published in such form and manner as the AICPA Council may prescribe (sec. 1000 par. .145).

If the peer review committee refers the firm to the board for noncooperation, it should remit its documented evaluation of the committee’s considerations with other supporting documentation to the board. The board will review this information when considering whether the firm’s enrollment in the AICPA Peer Review Program should be terminated or whether some other action should be taken.

If a decision is made by the hearing panel to terminate a firm’s enrollment in the program, the firm will have the right to appeal to the AICPA Joint Trial Board for a review of the hearing panel’s findings. The fact that a firm’s enrollment in the program has been terminated shall be published in such form and manner as the AICPA Council may prescribe (sec. 1000 par. .145).
CHAPTER 7
Consultations and Disagreements

I. Consultations

Situations may arise during the course of the peer review in which it may be necessary for the peer reviewer or reviewed firm to consult with the administering entity and the administering entity to consult with AICPA staff. It is expected that questions arising from the peer reviewer or reviewed firm will be directed to the administering entity. The administering entity will, in turn, request assistance from AICPA staff, if needed. Situations requiring consultations may include but are not limited to the following:

Consultations Between the Reviewer and Administering Entity

A. The firm failed to perform an engagement or report in conformity with applicable professional standards in all material respects, and the review team determines the cause of the failure should have been detected by the application of quality control policies and procedures commonly found in firms similar in size or nature of practice. That judgment can often be made by the reviewer based on personal experience or knowledge. In some cases, however, the reviewer will wish to consult with the administering entity before reaching such a conclusion (sec. 1000 par. .83d).

B. The administering entity should be consulted whenever a team captain or review captain is considering whether a peer review report should be issued with an additional paragraph for a scope limitation due to a divestiture (Interpretation No. 5c-1).

C. A team captain or review captain is considering issuance of other than a pass report but is currently indecisive on the type of report to issue.

D. Reviews conducted utilizing alternate materials and checklists will require advance notice to the administering entity and the review must be subject to on-site oversight. It is the responsibility of the team captain or review captain to ensure that the materials and checklists used meet these standards. Failure to complete all relevant materials and checklists may create the presumption that the review has not been performed in conformity with these standards, and thus the administering entity should be consulted in advance of use of any equivalents to assist in reaching these conclusions. (Interpretation No. 24-1).

E. A team captain or review captain may encounter difficulties in complying with the standards, especially in selecting engagements or offices for review. If the team captain or review captain finds that meeting all of the selection criteria for selection of engagements results in an inappropriate scope of the firm’s accounting and auditing practice, the team captain should consult with the administering entity about the selection of engagements for review (Interpretation No. 62-1).

On a System Review, such criteria would be

1. significant risk areas have appropriate coverage (Interpretation No. 62-1a).

2. appropriate weight has been given to reviewing work performed by all or most supervisory personnel (Interpretation No. 62-1b).

3. adequate consideration has been given to engagement selection based on peer review risk on a firm-wide basis. For example, if two offices are selected for review, and each has a large client in the same specialized industry, peer review risk should be considered in determining whether more than one of these engagements should be selected for review (Interpretation No. 62-1c).

F. If an engagement(s) within the team captain’s selection is not available for review, a comparable engagement within the peer review year-end is also not available, and there is no comparable prior year’s engagement that may be reviewed, the team captain should consult with the administering entity to determine the effects on the timing or year-end of the peer review, if any, and whether a report with a peer review rating with a scope limitation should be issued (Interpretation No. 62-1).
G. A reviewed firm is required to inform the reviewer of communications or summaries of communications from regulatory, monitoring, or enforcement bodies relating to allegations or investigations of deficiencies in the conduct of an accounting, auditing, or attestation engagement performed and reported on by the firm. If a firm fails to discuss such communications with the reviewer, the reviewer should immediately consult with the administering entity because this constitutes a failure to cooperate, and the firm would be subject to fair procedures that could result in the firm’s enrollment in the program being terminated (Interpretation No. 181-1b-2).

Consultations With AICPA Staff

A. When a reviewed firm has had an acquisition of another practice or a portion thereof or a divestiture of a significant portion of its practice during or subsequent to its peer review year, the reviewer, the reviewed firm, or both, should consult with AICPA staff prior to the commencement of the review to consider the appropriate scope of the review or other actions that should be taken (Interpretation No. 5c-1). Ordinarily, consultation of this nature is directed to the AICPA staff through the administering entity.

B. An administering entity may consult with the AICPA technical staff when

1. the firm has sold a portion of its non-attest practice to a non-CPA owned entity and has entered into service arrangements with that non-CPA owned entity to provide employees, office space, equipment, and so forth for which the firm remits a percentage of its revenues or profits, and the team captain is unclear what to do.
2. the review team is considering whether to terminate the review because of, for example, a lack of cooperation by the reviewed firm.
3. the review team and the reviewed firm have a disagreement on a significant issue (see section II), including
   a. the type of report to be issued.
   b. deficiencies or significant deficiencies to include in the report or findings to include in the FFCs.
   c. whether action should be taken to prevent future reliance on a previously issued report.
   d. whether the reporting or performance (including documentation) on engagements was in conformity with applicable professional standards in all material respects.
4. the firm does not respond promptly to oral or written inquiries, which may constitute a failure to cooperate.

C. Reviewers have no responsibility to detect illegal acts that have either a direct or indirect effect on the firm’s ability to practice public accounting. If a reviewer comes across an illegal act during a review, he or she should consider consulting with his or her legal counsel and should consult with appropriate AICPA staff (Interpretation No. 23-1).

D. Consultation with the National Peer Review Committee (PRC) administering a peer review of quality control materials (QCM) and continuing professional education (CPE) may occur when

1. there is the need to determine whether an accelerated peer review is warranted due to the event of substantial change in the system for the development and maintenance of the materials or in the resultant materials (sec. 1000 par. .160).
2. a provider of QCM or CPE programs voluntarily elects to have a QCM or CPE review performed in accordance with the standards (sec. 1000 par. .161).
3. there are circumstances that may call for issuance of other than a pass report (sec. 1000 par. .174).

Consultations Between the Reviewed Firm and Administering Entity

Situations may arise during the course of the peer review in which it may be necessary for the reviewed firm to consult with the administering entity. Such situations may include the following:
A. If, after a discussion with the team captain or review captain, the reviewed firm disagrees with one or more of the findings, deficiencies, or significant deficiencies, the reviewed firm should contact the administering entity for assistance in the matter (sec. 1000 par. .100 and .126).

If the reviewed firm still disagrees with one or more of the findings, deficiencies, or significant deficiencies, its response on either the FFC form or in the letter of response, as applicable, should describe the reasons for such disagreement.

B. The reviewed firm may contemplate excluding engagement(s) or aspects(s) of functional area(s) from the review. To reduce the potential for disagreement about such matters among the reviewed firm, the reviewer, and the administering entity, ordinarily, the firm should notify the team captain in a timely manner and submit a written statement to the administering entity prior to the commencement of the review, indicating (1) it plans to exclude an engagement(s) or aspect(s) of functional area(s) from the peer review selection process, (2) the reasons for the exclusion, and (3) it is requesting a waiver for the exclusion (Interpretation No. 55-1).

II. Disagreements

The reviewed firm and reviewer should be aware that they may consult with their administering entity and, if necessary, request that the administering entity’s peer review committee resolve the disagreement (sec. 1000 par. .93 and .116). Reviewers and reviewed firms should understand that professional judgment often becomes a part of the process, and each party has the right to challenge the other on an issue. Nevertheless, a disagreement on the resolution of an issue may occur in some circumstances. In these circumstances, all parties should understand that personal preferences cannot override professional standards.

An administering entity should establish written policies and procedures that describe the process for handling disagreements. The written policies and procedures should address disagreements that can occur among the various parties involved. Although it is a very important process, resolution of disagreements should be handled on an informal basis such that all parties involved have the opportunity to discuss the matter and present documentation supporting their opinion.

A. Disagreements may arise between the reviewer, reviewed firm, or administering entity (the disagreeing parties). Such disagreements may include, but are not limited to, (sec. 1000 par. .93, .100, and .116) the following:

- Type of peer review report to be issued to the reviewed firm
- Application of professional standards related to the review of particular engagements.
- The systemic cause for a deficiency or issues related to a design or compliance deficiency.
- Performance, reporting, or both, in conformity with applicable professional standards.
- Actions planned or taken by the firm, if any, that the review team does not believe are appropriate, (for example, if the reviewed firm believes that it can continue to support its opinion on a previously issued report, and the review team continues to believe that the firm will fail to reach appropriate conclusions in the application of professional standards).

After a discussion with the reviewer, if the reviewed firm disagrees with one or more of the findings, deficiencies, or significant deficiencies, the reviewed firm should contact the administering entity for assistance in the matter. If the reviewed firm still disagrees with one or more of the findings, deficiencies, or significant deficiencies, its response on either the FFC form or in the letter of response, as applicable, should describe the reasons for the disagreement. The administering entity could attempt to resolve the disagreement through discussions with the technical reviewer or through oversight procedures at the administering entity’s discretion. The reviewed firm and the reviewer should be aware that additional matters may be identified in this process and may result in findings or deficiencies.

Disagreements may also arise after the acceptance of a peer review, such as when the reviewed firm, reviewer, or committee disagree about whether peer review documents should be recalled. See chapter 3 of the Report Acceptance Body Handbook.
B. Committee Considerations in Handling Disagreements

An administering entity should establish written policies and procedures that describe the process for handling disagreements. The following is an outline of procedures that should be included when establishing the policy and procedures.

1. The disagreeing parties should provide reasons for the disagreement in writing. This communication can be made via electronic mail or by letter with the suggested content in exhibit 7-1.
   - An expectation exists that all disagreeing parties are timely and responsive during this process. If at any time during this process, one of the disagreeing parties is not responsive and timely, the administering entity may follow the noncooperation guidance.
   - Any supporting documentation from the disagreeing parties must be received by the administering entity 14 days prior to the teleconference for it to be considered. If new information relevant to the disagreement becomes available subsequent to the original submission of supporting documentation, it may be submitted; however, the subsequent date it was obtained must be substantiated.

2. At least 30 days in advance of the teleconference, the peer review committee should form a panel to consider the disagreement as follows:
   - A panel should be formed of at least three members of the committee who are independent of the disagreeing parties. A reasonable effort should be made to assemble members with practice experience commensurate with the area or industry reviewed.
   - One member should serve as the panel chair.
   - The teleconference arrangements, including the date and conference call number should be communicated to the disagreeing parties and the panel members. See exhibit 7-2.
   - Each party will have the right to participate during the teleconference in addition to providing written comments for the panel’s consideration prior to the teleconference. Any supporting documentation from the disagreeing parties must be received by the administering entity 14 days prior to the teleconference for it to be considered. If new information relevant to the disagreement becomes available subsequently to the original submission of supporting documentation, it may be submitted; however, the subsequent date it was obtained must be substantiated.
   - Each party will have the opportunity to make a presentation or respond to questions, or both. If either party is unable or chooses not to participate, the panel will consider his or her position based on written correspondence received prior to the teleconference.
   - At the discretion of the panel, AICPA staff may participate in the teleconference to provide guidance related to peer review standards.
   - At the teleconference, the panel should discuss the disagreement, including the supporting documentation submitted by the disagreeing parties, the basis for the disagreement, and how it should resolve the disagreement.
   - In some cases, the panel may recommend performing oversight on the peer review or engagement allowing the results of the oversight to assist them in resolving the disagreement. The reviewed firm and the reviewer should be aware that additional matters may be identified in this process and may result in findings or deficiencies.
   - The panel should ask any questions to the disagreeing parties to assist it in making its decision.
   - The panel should then discuss the matter in private (including AICPA staff, at the discretion of the panel) without the disagreeing parties.
The decision of the panel should be provided to all parties immediately following the panel’s decision. A written communication of the panel’s decision should be sent (exhibit 7-3 or 7-4) to the disagreeing parties within three business days.

3. If after considering the facts presented, if the panel is able to make a decision on the issues in question, even if the firm or reviewer still disagree, for purposes of the standards, the matter is considered resolved. The decision shall be communicated to the firm and review team along with actions required by each party in order to cooperate with the peer review committee.

4. If the panel is unable to make a decision, it should refer the matter to the administering entity’s full peer review committee. Then, if after considering the facts presented, the administering entity’s full peer review committee is able to make a decision on the issues in question, even if the firm or reviewer still disagree, for purposes of the standards, the matter is considered resolved. The decision shall be communicated to the firm and review team along with actions required by each party in order to cooperate with the peer review committee.

5. If the administering entity’s full peer review committee is unable to resolve the disagreement, the administering entity’s full peer review committee may refer unresolved issues to the board for a final determination. Only the administering entity’s full peer review committee will be responsible for determining whether a disagreement still exists, or whether the reviewed firm or review team is not cooperating, in order for the administering entity to refer the issue to the board (sec. 1000 par. .93, .116, and .135) (see section IV).

6. If the firm does not agree with the panel or committee’s decision or does not cooperate, the board may decide, pursuant to fair procedures that it has established, to appoint a hearing panel to consider whether a firm’s enrollment in the program should be terminated or whether some other action should be taken. If a decision is made by the hearing panel to terminate a firm’s enrollment in the program, the firm will have the right to appeal to the AICPA Joint Trial Board for a review of the hearing panel’s findings. The fact that a firm’s enrollment in the program has been terminated shall be published in such form and manner as the AICPA Council may prescribe.

III. Referral of Disagreements With Reviewed Firms to the AICPA Peer Review Board

The following outlines the procedures to be followed by an administering entity when referring disagreements to the board for a final resolution. This should only occur in rare circumstances.

A. The administering entity should prepare a letter referring the disagreement to the board for resolution within 30 days of the panel or committee teleconference. See exhibit 7-5.

B. Along with the referral letter, the administering entity should prepare a memorandum summarizing the disagreement with the reviewed firm. The memorandum will be provided to the panel and should contain the following key elements:

- Issue(s) to be resolved
- Chronology of events with references to supporting documents

Examples of supporting documents might include peer review documents, including the team captain and review captain working papers; administrative and technical reviewer checklists; and oversight reports. The administering entity should also submit the disagreement letter(s) and all supporting documentation submitted to the administering entity’s panel. The reviewed firm, reviewer, or firm representative may not introduce information that was not previously presented to the administering entity’s panel. If new information relevant to the disagreement becomes available subsequent to the original submission of supporting documentation, it may be submitted; however, the subsequent date it was obtained must be substantiated.
IV. Objective and Procedures for AICPA Board Panel

The AICPA staff will arrange for a board panel to review the submitted documents. The objective of the board panel is to assist the administering entity in resolving issues.

- A panel should be formed of at least three members of the board.
- One member should serve as the panel chair.
- At the discretion of the AICPA board panel, the disagreeing parties and the administering entity’s panel chair may participate in the teleconference.
- The teleconference information, date, and conference call number should be communicated to the panel members and the disagreeing parties, as applicable, at least 30 days in advance of the date of the teleconference.
- Copies of the information received from the administering entity will be forwarded to the panel members for review well in advance of the teleconference date.
- At the teleconference, the panel should ask any questions or request additional information from the disagreeing parties, the administering entity’s panel chair or AICPA staff to assist it in making its decision.
- The decision of the panel should be provided to all parties immediately following the panel’s decision. A written communication of the panel’s decision should be sent (exhibit 7-6) to the disagreeing parties within three business days.

The board panel’s decision is final. If a reviewed firm does not cooperate, the board may decide, pursuant to fair procedures that it has established, to appoint a hearing panel to consider whether a firm’s enrollment in the program should be terminated or whether some other action should be taken. If a decision is made by the hearing panel to terminate a firm’s enrollment in the program, the firm will have the right to appeal to the AICPA Joint Trial Board for a review of the hearing panel’s findings. The fact that a firm’s enrollment in the program has been terminated shall be published in such form and manner as the AICPA Council may prescribe.
Exhibit 7-1
Letter to Administering Entity Requesting Panel to Resolve Disagreement Between the Reviewer and the Firm

[Date]

To: [Name]
   [Chair], [Administering Entity] Peer Review Committee
   [Administering Entity Name]
   [Administering Entity Address]

Re: Request for Teleconference to Resolve Disagreement Between the Reviewer and Firm

We have encountered a disagreement between [Name of Team or Review Captain] and [Name of Reviewed Firm] and request the [Administering Entity] peer review committee to consider and resolve the disagreement.

We understand that the committee may form a panel to consider the disagreement and once we receive written notification of the teleconference, we must submit any supporting evidence or documentation such that it is received by the administering entity no later than 14 days prior to the teleconference for it to be considered.

Sincerely,

[Name of Team or Review Captain] or [Name of Representative of Reviewed Firm]

cc: [Name of Team or Review Captain] or [Name of Representative of Reviewed Firm]
Exhibit 7-2
Notice of Teleconference to Resolve Disagreement Between the Reviewer and the Firm

[Date]

Common Carrier—Proof of Delivery

To: [Name of Team or Review Captain], CPA
   [Firm Name]
   [Firm Address]

   [Name of Reviewed Firm’s Managing Partner], CPA
   [Firm Name]
   [Firm Address]

Re: Notice of Teleconference to Resolve Disagreement Between the Reviewer and Firm

A panel of at least three members of the [Administering Entity] peer review committee (committee) will consider the disagreement between [Name of Team, Review Captain, or Oversight Reviewer] and [Name of Reviewed Firm] at a teleconference scheduled for [date, time, and phone number]. Each party will have the right to participate during the teleconference in addition to providing written comments for the panel’s consideration prior to the teleconference. This will allow each party the opportunity to make a presentation or respond to questions, or both. If either party is unable or chooses not to participate, the panel will consider his or her position based on written correspondence received prior to the teleconference.

Any supporting evidence or documentation either party believes will support his or her position, must be received by the [Administering Entity] 14 days prior to the teleconference for it to be considered.

Please note that this teleconference will be conducted on an informal basis. It is designed to allow each party and the panel an opportunity to discuss the disagreement. Following the presentation of each party, the panel will deliberate the basis for the disagreement and how it should resolve the disagreement. In some cases, the panel may recommend performing oversight on the peer review or engagement causing the disagreement to assist them in their decision. The reviewed firm and the reviewer should be aware that additional matters may be identified in this process and may result in findings or deficiencies.

The committee will issue the panel’s decision regarding the disagreement in writing to the disagreeing parties. If after considering the facts presented, if the panel is able to make a decision on the issues in question, even if the firm or reviewer still disagree, for purposes of the standards, the matter is considered resolved. The decision will be communicated to the firm and review team along with actions required by each party in order to cooperate with the peer review committee. Then, if after considering the facts presented, the administering entity’s full peer review committee is able to make a decision on the issues in question, even if the firm or reviewer still disagree, for purposes of the standards, the matter is considered resolved. If the administering entity’s full peer review committee is unable to resolve the disagreement, the administering entity’s full peer review committee may refer unresolved issues to the board for a final determination.

Please contact [Name] by [date], to make arrangements for the timing of your participation. If you have any questions regarding the teleconference or the procedures governing your participation, please contact [Name].

Sincerely,

[Name]
[Chair], [Administering Entity] Peer Review Committee

cc: AICPA Peer Review Board
   [Administering Entity] Peer Review Program Administrator
Exhibit 7-3
Notification to Reviewer and the Firm of Panel or Full Peer Review Committee Decision

[Date]

Common Carrier—Proof of Delivery

To: [Name of Team or Review Captain], CPA
   [Firm Name]
   [Firm Address]

   [Name of Reviewed Firm’s Managing Partner], CPA
   [Firm Name]
   [Firm Address]

Re: Panel Decision in the Review of [Firm Name]

On [date], [a panel of] the [Administering Entity] peer review committee met to consider the disagreement between [Reviewed Firm Name] and [Team, Review Captain, or Oversight Reviewer Name]. The panel [state decision].

If the firm does not agree with the [panel or committee]’s decision or does not cooperate, the board may decide, pursuant to fair procedures that it has established, to appoint a hearing panel to consider whether a firm’s enrollment in the program should be terminated or whether some other action should be taken. The firm will receive a series of letters before the hearing panel is scheduled. The firm will receive a hearing notice 30 days in advance of the date of the hearing. If a decision is made by the hearing panel to terminate a firm’s enrollment in the program, the firm will have the right to appeal to the AICPA Joint Trial Board for a review of the hearing panel’s findings. The fact that a firm’s enrollment in the program has been terminated shall be published in such form and manner as the AICPA Council may prescribe.

Sincerely,

[Name]
[Chair], [Administering Entity] Peer Review Committee

cc: AICPA Peer Review Board
   [Administering Entity] Peer Review Program Administrator
[Date]

*Common Carrier—Proof of Delivery*

To: [Name of Team or Review Captain], CPA
    
    [Firm Name]
    
    [Firm Address]

    [Name of Reviewed Firm’s Managing Partner], CPA
    
    [Firm Name]
    
    [Firm Address]

Re: Panel Decision in the Review of [Firm Name]

On [date], a panel of the [Administering Entity] peer review committee met to consider the disagreement between [Reviewed Firm Name] and [Team, Review Captain, or Oversight Reviewer Name]. The panel was unable to make a decision and is referring the matter to the [Administering Entity] full peer review committee.

Sincerely,

[Name]
    
    [Chair], [Administering Entity] Peer Review Committee

cc: AICPA Peer Review Board
    
    [Administering Entity] Peer Review Program Administrator
Exhibit 7-5
Letter Referring Disagreement to the AICPA Peer Review Board for Resolution

[Date]

AICPA Peer Review Board
American Institute of CPAs
Palladian Corporate Center
220 Leigh Farm Road
Durham, NC 27707-8110

Dear Board Members:

On [date] the [Name of the Administering Entity] full peer review committee met to consider a disagreement between [Reviewed Firm Name] and [Team, Review Captain, or Oversight Reviewer Name]. The [Name of Administering Entity] full peer review committee was unable to resolve the issues to its satisfaction, and the committee hereby requests the AICPA Peer Review Board to review the matter and reach a final resolution.

Enclosed you will find a memorandum summarizing the facts of the disagreements along with supporting documents.

If you need any further information, please feel free to contact us.

Sincerely,

[Name]
[Title]

cc: [Name of Representative of Reviewed Firm]
[Name of Team, Review Captain, or Oversight Reviewer]
Exhibit 7-6
Notification to the Reviewer, Firm and Administering Entity of AICPA Board Panel Decision

[Date]

Common Carrier—Proof of Delivery

To: [Name of Team, Review Captain, or Oversight Reviewer], CPA
   [Firm Name]
   [Firm Address]

   [Name of Reviewed Firm’s Managing Partner], CPA
   [Firm Name]
   [Firm Address]

Re: Panel Decision in the Review of [Firm Name]

On [date], a panel of the AICPA Peer Review Board met to consider the disagreement between [Reviewed Firm Name] and [Team, Review Captain, or Oversight Reviewer Name]. The panel [state decision].

The board panel’s decision is final. If a reviewed firm does not cooperate, the board may decide, pursuant to fair procedures that it has established, to appoint a hearing panel to consider whether a firm’s enrollment in the program should be terminated or whether some other action should be taken. If a decision is made by the hearing panel to terminate a firm’s enrollment in the program, the firm will have the right to appeal to the AICPA Joint Trial Board for a review of the hearing panel’s findings. The fact that a firm’s enrollment in the program has been terminated shall be published in such form and manner as the AICPA Council may prescribe.

Please contact [AICPA staff name] at [phone number] if you have any questions.

Sincerely,

[Name]
AICPA Peer Review Board

cc: [Name], [Chair], [Administering Entity] Peer Review Committee
CHAPTER 8
Reviewer Qualifications, Responsibilities, and Performance

I. Overview

Individuals performing peer and quality control material (QCM) reviews (reviews) are required to meet and maintain various reviewer qualifications and to fulfill the responsibilities associated with being a reviewer, which include, but are not limited to, timely and professional performance. This chapter highlights the qualifications, responsibilities, and expected performance of a reviewer, along with procedures when those are not met.

To become a reviewer, individuals need to meet certain qualifications, including reviewer training. Once those qualifications are met, reviewers should continually monitor those qualifications to ensure that they remain qualified. Not meeting one or more of the qualifications may impede the reviewer’s ability to continue to schedule and perform reviews.

Fulfilling all reviewer responsibilities is required as a matter of cooperation with the administering entity (AE),13 peer review committee (committee), AICPA Peer Review Board (board),14 and AICPA staff (staff). Failure to fulfill any reviewer responsibilities (whether directly or indirectly associated with the performance of a review) may be deemed as a failure to cooperate by the committee, board, or staff. Reviewers who are deemed as not cooperating with the committee, board, or staff may have their ability to perform reviews suspended, limited, or restricted based on the completion of some action(s), as determined by the committee, board, or both.

If a reviewer refuses to cooperate, is deemed as failing to cooperate, fails to correct performance deficiencies, is found to be so seriously deficient in his or her performance that corrective actions are not adequate, or has committed egregious acts in the performance of a review, the board may decide, pursuant to the following guidance, to appoint a hearing panel to consider whether the reviewer should be allowed to continue performing reviews in the future or whether some other action should be taken.

Any condition imposed on a reviewer will generally apply to the individual’s service as a team captain, review captain, team member, QCM reviewer, committee member, report acceptance body (RAB) member, or technical reviewer, unless the condition is specific to the individual’s service as only a team captain, review captain, team member, or QCM reviewer.

The following outlines the guidance and procedures for administering entities, a board, or staff when a reviewer fails to meet reviewer qualifications; fails to submit documents or revisions in a timely manner; has performance deficiencies; commits egregious acts; or has allegations, investigations, restrictions, or limitations placed upon him or her by various sources. It also outlines the fair procedures provided to a reviewer who is deemed as not cooperating, suspended, or restricted by the AE, board, or staff.

Administering entities are encouraged to share information regarding reviewer performance issues outlined in this guidance until the Peer Review Information System Manager (PRISM) is fully programmed.

II. Meeting and Maintaining Reviewer Qualifications

A. Eligibility to Schedule and Perform Peer Reviews

The standards (sec. 1000 par. .31and .34) discuss the minimum requirements that an individual must meet and maintain in order to fulfill reviewer qualifications. Those qualifications must be continually maintained in order to schedule and perform reviews. Situations may arise in which the AE, board, or staff determines that the reviewer currently no longer meets one or more of the qualifications. Such situations may include, but are not limited to, the following:

13 Reference to administering entity (AE) in this guidance includes the AE staff, technical reviewer, or peer review committee.
14 The board has the discretion to delegate certain functions to staff. Delegations of functions from the board to staff are included in the AICPA Peer Review Board Policy and Procedure Manual.
AICPA membership is no longer active or is suspended.

Failure to maintain valid license(s) to practice as a CPA.

Failure to be currently active in public practice as a partner of the firm or as a manager or person with equivalent supervisory responsibilities.

Not presently involved in the accounting and auditing practice of a firm supervising one or more accounting, auditing, or attestation engagements or carrying out a quality control function on the firm’s accounting and auditing engagements.

No longer associated with an enrolled firm (unless the reviewer has transitioned to a new firm and meets the requirements of Interpretation No. 31b-1).

The reviewer’s firm’s peer review was not accepted timely, ordinarily within the last three years and six months. If a valid extension is approved by the AE, the review working papers and report should be submitted by the approved extended due date. In other words, there is an expectation that the working papers would be received by the AE within six months after the reviewer’s firm’s peer review year-end (see Interpretation No. 31c-1).

The reviewer’s firm’s most recent peer review resulted in a report rating of pass with deficiencies or fail.

The reviewer has received communications from regulatory, monitoring, or enforcement bodies relating to limitations or restrictions on the reviewer or the reviewer’s firm’s right to practice or perform peer reviews.

When an individual does not meet all of the qualifications required by the standards, he or she would no longer be eligible to schedule or perform peer reviews in any AE. This includes being a team captain, review captain, team member, QCM reviewer, committee member, RAB member, or technical reviewer. Once it is established that the qualification requirements are not met, the reviewer must not commence, continue to perform, or participate in a peer review until it has been determined that he or she meets the qualifications.

B. Process When a Reviewer Does Not Meet Reviewer Qualifications

Staff will monitor certain of the preceding qualifications using PRISM, public information, and communications from administering entities and others. If the reviewer does not meet one or more of the qualifications, the reviewer will be ineligible to schedule or perform reviews for all administering entities. (See section V for procedures when a reviewer has allegations or investigations outstanding against him or her or is limited or restricted by a regulatory, a monitoring, or an enforcement body.) Once the reviewer has satisfactorily met all reviewer qualifications, he or she will be allowed to continue to schedule and perform reviews.

1. Staff to Contact Reviewer Before Issuance of Letter of Ineligibility

If a reviewer fails to meet any of the qualifications required by the standards, staff will contact the reviewer by phone or e-mail (using the telephone number or e-mail address on the reviewer’s resume). The purpose of contacting the reviewer is to validate the qualification(s) that the reviewer may no longer meet. The reviewer is expected to respond to such communication within five business days. The reviewer’s failure to respond to staff regarding the reviewer’s qualifications will not delay the issuance of a suspension letter. Such communication and the results thereof should be documented.

It is important that the reviewer respond promptly to the staff’s communication because it may result in the reviewer being able to continue to schedule and perform reviews. There may be situations in which the reviewer currently does not meet the qualifications but may be in the process of meeting them. Staff will make this determination on a case-by-case basis.

For example, the reviewer’s firm has not had its most recent peer review completed by the due date. If the peer review working papers have been submitted to the AE, and the peer review is scheduled to be presented for committee acceptance, it may be determined that the reviewer should not be suspended.
However, using the same situation, if the reviewer’s firm’s peer review has not been scheduled and is past the due date, including valid extension, this would likely lead to the reviewer being suspended because the reviewer’s firm is not meeting the qualification to have its peer review accepted timely, ordinarily within the last three years and six months.

2. **Letter to Reviewer Indicating Ineligibility to Schedule or Perform Reviews**

After staff has communicated with the reviewer, and it has been confirmed that the reviewer does not currently meet all reviewer qualifications, staff will send an ineligibility letter to the reviewer.

**Ineligibility Letter**

Upon issuance of an ineligibility letter, the reviewer will be prohibited nationally from scheduling or performing reviews until the reviewer has met all qualifications required for being a reviewer. The reviewer should either withdraw from or reschedule reviews that he or she was previously approved to perform. The reviewer will be instructed to contact any firm (or team captain, if applicable) for which a review is scheduled in the near future or for which the reviewer will not meet the qualifications by the commencement of the review. For such reviews, the reviewer should inform the firm (or team captain, if applicable) that it would need to find another qualified reviewer. This includes reviews about which the reviewer was previously approved to participate, regardless of whether the review has commenced. It is at the reviewer’s discretion to discuss with the firm the reason that he or she is not able to perform the firm’s review. Reviewers should keep in mind that their ineligible status is not ordinarily a valid reason for which an AE would grant an extension of the reviewed firm’s due date.

A copy of the ineligibility letter will be sent to all AEs where the reviewer has performed reviews during the past year or has reviews scheduled. For reviews that are scheduled in the near future or have commenced, the reviewer should contact the respective AE to discuss the resolution of each review. This should be done within five business days of receipt of the ineligibility letter.

The reviewer should submit evidence or contact the AE indicating that the firms have been notified that they need to find a new reviewer. If the reviewer fails to submit evidence or contact the AE within five business days of receipt of the ineligibility letter, the AE may contact the reviewed firms to inform them that the reviewer will not be able to perform or continue to perform the firm’s peer review. No details or explanation of the reason should be provided to the firm. This should be left to the reviewer’s discretion to discuss with the firm if he or she chooses.

Once the reviewer has been deemed ineligible, the committee should establish policies and procedures for identifying and monitoring reviews of the ineligible reviewer, which may be in different stages of completion. The following section D. provides committees with considerations for establishing such policies and procedures.

3. **Release of Ineligibility**

In order to be reinstated to schedule and perform reviews, the reviewer must submit to staff documented evidence that indicates that the reviewer meets all the qualifications required of a reviewer. Once satisfactory evidence of compliance with the qualifications has been submitted to staff, staff will send evidence to three board members requesting approval to allow the reviewer to continue performing reviews. If approved, the reviewer will be sent a letter indicating that the reviewer is able to schedule and perform reviews. A copy of the letter will be sent to all AEs where the reviewer has performed reviews during the past year or has reviews scheduled. Reinstatement as a committee member, RAB member, or technical reviewer would be at the AE’s or committee’s discretion.

**Ineligibility Status Multiple Times**

When a reviewer has been deemed ineligible multiple times for failure to meet and maintain reviewer qualifications, it may indicate a performance deficiency. (See section IV related to handling performance deficiency matters for reviewers who are deemed ineligible multiple times.)
4. Reviewer’s Ability to Appeal

Reviewers who wish to appeal an ineligibility letter must request that a hearing panel be assembled. That request must be made in writing (via e-mail or letter) to the board within 30 days of receipt of the ineligibility letter. The reviewer should include any evidence to support the reviewer’s position. It will be at the board’s discretion whether a hearing panel will be assembled.

If granted, the procedures outlined subsequently and included in the Rules of Procedure for Peer Reviewers will be followed. The request for an appeal will not lift or delay the ineligible status of the reviewer. Once the ineligibility letter has been issued, it may only be lifted if the reviewer meets the qualifications or if, after the hearing, the hearing panel determines that the reviewer meets all reviewer qualifications.

A hearing panel is not necessary if the reviewer has submitted information or documents to the satisfaction of staff indicating that the reviewer has met all reviewer qualifications.

C. Appeals to the Board\(^{15}\)

Reviewers are granted the opportunity to appeal the decision. The request for appeal must be made within 30 days of receipt of the ineligibility letter. The reviewer will remain ineligible to schedule or perform reviews during the appeal process.

The board has authorized the Director of the program or his or her designee to determine if it is appropriate, based on standards and guidance, to form a hearing panel. If it is decided that it is appropriate for a hearing panel to consider a reviewer’s appeal, a meeting via telephone conference should be scheduled ordinarily within 60 days of the date on the reviewer’s appeal letter. If not done within 60 days, this does not affect the actions of the panel. If the reviewer requests to present his or her case in person, it will be at the panel’s discretion whether to grant an in-person hearing. If a request for an in-person hearing is granted, the date and location will be determined based upon the panel members’ availability. The Rules of Procedure for Peer Reviewers includes the following:

1. The hearing panel will consist of five board members or others designated by the board Chair.
2. The hearings will ordinarily be held via conference call or, upon request and at the discretion of the panel, in person.
3. The reviewer and AE will be given the opportunity to participate in the appeal process. Other AEs that indicate that they are interested in participating may do so at the discretion of the panel Chair.
4. If the reviewer or approved (by the panel Chair) AE would like to appear via conference call, they must notify staff not later than 14 days prior to the hearing date of their desire to attend. If the reviewer or AE desires to appear in person before the hearing panel, and the board agrees to the request, the date and location of the hearing will be determined based on panel members’ availability.
5. The reviewer or approved (by the panel Chair) AE may request a postponement for good cause. To be considered, any request must be received by the board not later than 14 days prior to the date of the hearing. The presiding officer of the panel or the Chair, in the absence of a presiding officer, shall have the sole discretion regarding granting a postponement.
6. If either the reviewer or AE does not advise staff that he, she, or it will attend the hearing, the hearing will proceed on the hearing date, even if neither party attends.
7. Decisions of the hearing panel are effective immediately. Staff may call or e-mail the decision to the party that does not participate in the hearing. A letter will be sent to the reviewer and AE via common carrier, which provides signed proof of delivery, indicating the decision of the hearing panel.

In accordance with the Rules of Procedure for Peer Reviewers, decisions made by a hearing panel may be appealed to an ad hoc committee. The party requesting the appeal shall bear the burden of convincing the

\(^{15}\) Details of the appeal process can be found in the AICPA Peer Review Board Rules of Procedures for Reviewers at www.aicpa.org.
ad hoc committee that there should be a change in the decision of the hearing panel. The ad hoc committee will review the facts and evidence of the matter and determine whether there is validity to the appeal.

If the ad hoc committee agrees that the decision should be reviewed, it will be sent to a review panel of the board. Decisions of the review panel are final. Rules of Procedures for Reviewers outlining the procedures are available on www.aicpa.org.

D. Committee Considerations When a Reviewer Is Ineligible to Schedule or Perform Reviews

Because reviews performed by a reviewer may be in different stages of completion when the reviewer is determined to be ineligible to schedule or perform reviews, the following various scenarios should be considered by the committee when formalizing policies and procedures:

1. The scheduled review has not commenced. Within five business days of the reviewer being notified by staff of being ineligible or by the commencement date of a scheduled review, if earlier, the reviewer must discuss the matter with the reviewed firm. The reviewer should either withdraw from or reschedule reviews, including planning procedures, pending the reviewer’s ineligible status being lifted or a final board decision if the reviewer appeals. Reviewers should keep in mind that their ineligible status is not ordinarily a valid reason for which an AE would grant an extension of the reviewed firm’s due date.

If the reviewer fails to contact the reviewed firm, the AE may contact the reviewed firm to inform it that the reviewer will not be able to perform or continue to perform the firm’s peer review. No details or explanation of the reason should be provided to the firm by the AE. Details should be discussed with the firm at the reviewer’s discretion. Contacting the firm may not be necessary if the firm’s review is not scheduled to commence in the near future.

For example, if the reviewer is notified by staff of his or her disqualification on May 1, and a review originally scheduled to commence May 15 is not rescheduled by May 7, the AE may inform the firm that “its reviewer cannot perform the review at this time, and if further information is required, please contact your peer reviewer.” The firm should be advised that it may need to hire a new reviewer in order to meet the firm’s due date. However, if a review is scheduled to commence in September, it may not be necessary to contact the firm now.

If it is determined that a reviewer commenced a review after receiving the ineligibility letter and submitted the report and related working papers, the AE should contact the reviewer and inform him or her that the review cannot be presented to the RAB. In this situation, the reviewer should contact the firm and advise the firm of the circumstances. This may cause the firm to have another peer review performed by an eligible reviewer.

2. The scheduled review has commenced and is in process, in house, or accepted

   a. but the fieldwork is not complete. The committee should consider on-site or off-site oversight performed by a committee member, technical staff, or another qualified peer reviewer, possibly at the reviewer’s expense. See the following (b) for procedures to be considered by technical staff.

   b. and the fieldwork is complete, but working papers have not yet been received by the AE, or the review is in house awaiting technical review. The committee should consider which qualifications were not met and the impact that may have on the performance by the reviewer. Based on such assessment, the committee may decide that (on-site or off-site) oversight should be performed, possibly at the reviewer’s expense. Although the review would have already been performed, the oversight can still be performed afterward with the cooperation of the reviewed firm either providing or forwarding requested items to the person(s) performing the oversight.

If oversight is not performed, the committee should consider if the technical staff should perform a technical review of all working papers related to the peer review. If so, the technical reviewer should approach the review with a higher degree of skepticism with regard to the reasons for ineligibility. He or she should carefully consider the effect of the ineligibility on the reviewer’s ability to perform and report on the review and whether, based on his or her procedures and any other procedures performed, including oversight, he or she was able to overcome concerns over the
reviewer’s qualifications during the performance of the review. Technical staff should fully report on these procedures to the committee.

c. and the review has been submitted to the committee for consideration. Depending on the reason for ineligibility, the committee should consider deferring the review until the technical staff has performed the procedures previously described (b). Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

d. and the review is accepted, but the acceptance letter has not been sent to the firm. The AE should discuss the matter with the Chair of the RAB or the committee Chair and consider whether the acceptance letter should be delayed and the review deferred until the procedures previously described (b) are performed. Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

3. The review is accepted, and the firm has been sent acceptance letter, and

a. it is within the working paper retention period. The procedures previously described in 2(b) should be considered by the committee. Those procedures should be performed as soon as practicable. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

b. it is outside the working paper retention period. The AE should contact staff to discuss the impact of an ineligible reviewer. If it is apparent that the reviewer performed the review when he or she did not meet the qualifications, staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

III. Responsibility to Perform in a Timely and Professional Manner

A. Timely and Professional Performance

Firms undergo a peer review because they recognize its importance to the quality of their practice and to meet various regulatory and membership requirements. Therefore, performing the review in a timely and professional manner is critical to a firm. A team captain, review captain, or reviewer (hereinafter, reviewer) has a responsibility to perform all aspects of a review in a timely, professional manner. This includes, but is not limited to, submission of reports, working papers, and additional actions or revisions requested by the RAB or the program’s technical reviewer, as well as the board and staff.

If a reviewer fails to perform the review in a timely and professional manner, the reviewer may be deemed as not cooperating. Situations of failing to perform in a timely and professional manner may include, but are not limited to, the following:

- Failure to submit the report; findings for further consideration (FFC) forms, if applicable; and required review documents to the AE within the required specified time as indicated in the standards and when the delay is not caused by the reviewed firm
- Failure to respond or resolve questions, including requests for additional procedures (such as the expansion of scope on the review) from the technical reviewer, committee or RAB, or board or staff within the specified time
- Failure to revise the report and FFC forms, if applicable, as requested by the committee or RAB or board or staff
- Failure to respond to requests from the technical reviewer, committee or RAB, or board or staff for documents (in addition to those originally required to be submitted) or requests to complete documentation of work or procedures performed during the review
- Failure to submit documents and other information requested as a result of oversight
B. Process When a Reviewer Fails to Perform in a Timely and Professional Manner

Situations, such as those previously indicated, may arise when the reviewer fails to cooperate in a timely and professional manner. This warrants communication with the reviewer by the AE, board, or staff. It may result in his or her potential suspension from scheduling or performing peer reviews. AEs should confirm that it is the reviewer, not the reviewed firm, that is failing to cooperate prior to starting the suspension procedures. In addition, it is important to determine if there is a disagreement among the reviewer, firm, or committee. If there is a disagreement, then the procedures for handling a disagreement should be followed (see chapter 7).

For such matters as previously mentioned, the AEs should proceed as outlined in the subsequent list. (See section C for national suspension due to a reviewer not verifying resume information on a timely basis.)

- **Reminder letter one.** The AE should send the reviewer a reminder letter via e-mail or regular mail after 21 days of the documents being due. The letter reminds the reviewer of the questions or requests for documents and requires the reviewer to submit those within 21 days from the date of the e-mail or letter. It also asks the reviewer to inform the AE if he or she believes that the reviewed firm is causing the delays of such requested information. The reviewed firm should also receive a copy of the letter sent to the reviewer.

- **Contact reviewer.** If the reviewer does not respond, or the required documents are not received after 21 days of sending the letter, the AE should contact the reviewer by phone or e-mail (using the telephone number or e-mail address on the reviewer’s résumé) to determine the reason for the failure to respond. The results of this call or electronic request should be documented. The AE should consider the reason for the failure to respond to requests when determining whether to suspend the reviewer from scheduling or performing peer reviews administered by that AE.

During this communication, the AE and reviewer may come to a mutually agreed upon due date of when the working papers will be received. If the reviewer fails to meet this due date, the reviewer should automatically be suspended.

It is the reviewer’s responsibility to respond to requests communicated by letter, telephone call, or e-mail. If the reason for not submitting documents is related to the reviewed firm delaying the process or a disagreement, the AE should not suspend the reviewer. In this situation, the AE should either send appropriate warning letters to the firm or adhere to the disagreement guidance (see chapter 7).

- **Reviewer suspension.** Once the preceding procedures are completed, and it is determined that warning letters should not be sent to the reviewed firm, the AE should suspend the reviewer from scheduling future reviews that he or she administers. A suspension letter should be mailed (with proof of delivery) to the reviewer notifying the reviewer that he or she is no longer permitted to schedule future reviews in the AE’s jurisdiction.

In instances when the reviewer has not submitted appropriate documentation to support his or her résumé information, the AE should send a request to the board for a national suspension. See section C for board procedures for national suspension.

A suspension letter does not preclude AEs from issuing reviewer feedback; additional suspension warning letters related to another review; or other communications, if warranted. If the reviewer continues to be delinquent in the performance of reviews, it may be deemed as failure to cooperate, which could lead to the reviewer being restricted from scheduling or performing reviews in the future.

- **Suspension removal letter.** The reviewer will remain suspended until he or she has answered questions or submits documents to the satisfaction of the AE related to the suspension.

If a reviewer fails to perform in a timely, professional manner multiple times, multiple suspension letters should be sent to the reviewer. The reviewer must address each suspension. Satisfying the outstanding items for one suspension does not lift all suspensions. If multiple suspensions are in
place, the reviewer remains unable to schedule reviews until all outstanding situations have been resolved to the satisfaction of the AE, staff, or board. Once all suspensions are lifted, the reviewer will be able to schedule and perform peer reviews.

- **Reviewer’s ability to appeal.** Reviewers who wish to appeal a suspension letter must make such request in writing to the committee within 30 days of receipt of the suspension letter. The reviewer should include any evidence to support the reviewer’s position. The appeal will not lift or delay the suspension. Once the suspension letter has been issued, the suspension may only be lifted if the reviewer has submitted the required documents to the satisfaction of the AE, or based on the appeal, the committee determines that the suspension is not warranted. See section D for procedures for appeals to the committee.

- **Monitoring reviewer suspensions.** The reviewer monitoring report (see section VII) will be used to determine if suspensions placed upon a reviewer become pervasive. This would occur even if the reviewer performs reviews in multiple AEs and is consistently late in submitting documentation. If a reviewer is continually being suspended or has multiple open suspensions, staff or the AE may request that the board consider suspending the reviewer nationally or restricting the reviewer from scheduling or performing future reviews.

**C. Request to Suspend the Reviewer Nationally for Not Submitting Documentation to Support Experience Codes on Reviewer’s Résumé**

An active reviewer is one who has updated his or her résumé or performed peer reviews under the AICPA Peer Review Program standards within the last three years. As part of required oversight procedures, AEs must request reviewers to verify their résumé information every three years, at a minimum. AEs are encouraged to perform the initial verification of a reviewer’s résumé within one year of the reviewer entering his or her résumé into the reviewer résumé database on the peer review administrative website. Thereafter, the résumé verification for that reviewer should follow the regular three-year résumé verification cycle, unless circumstances warrant an interim verification. The objective is to validate that the experience codes on the résumé are accurate. The verification process must include documentation to support all industries noted on the reviewer’s résumé.

The primary concern when reviewing the areas of experience on the reviewer’s résumé is that the reviewer may not have sufficient experience to be able to identify when the reviewed firm has not performed engagements in accordance with professional standards. In such situations, an AE should refer the reviewer to the board for national suspension when he or she has not submitted documentation to support the experience codes reflected on his or her résumé. (See the following section for board procedures when an AE requests a national suspension.)

**Initial Request for Résumé Information**

A reviewer is expected to respond to requests for résumé information within 30 days of the date of the initial request. Once a reviewer has received the request for resume information, he or she should not ignore the request. If a reviewer is unable to provide the information within 30 days, he or she should contact the AE to provide a mutually agreed upon reasonable date when the information will be remitted.

**Resume Warning Letter**

If the reviewer has not responded within 30 days, a warning letter should be sent to the reviewer. The letter reminds the reviewer to submit the resume information within 14 days from the date of the letter. It also informs the reviewer that if he or she does not comply with the request, he or she will be suspended from being able to schedule and perform reviews for that AE, and the AE may request the board to suspend the reviewer nationally.

**Contact Reviewer**

After 14 days of sending the résumé warning letter, if the reviewer does not respond, or the required documents are not received, the AE entity should contact the reviewer by phone or e-mail (using the telephone number or e-mail address on the reviewer’s resume) to determine the reason for the failure to respond. The results of this call or electronic request should be documented. The reason for the failure to respond to requests should be considered by the AE in determining whether to suspend the reviewer from scheduling or performing peer reviews administered by that AE.
During this communication, the AE and reviewer may come to a mutually agreed upon due date of when the information will be received. If the reviewer fails to meet this due date, the reviewer should be automatically suspended.

Resume Suspension Letter

After the preceding procedures have been completed, and the reviewer has not complied with the requests, the AE may suspend the reviewer from scheduling or performing reviews. A résumé suspension letter should be sent by common carrier (with proof of delivery) to the reviewer, indicating that the reviewer is no longer permitted to schedule or perform reviews for that AE. The reviewer may appeal this suspension. (See section E for appeals to the committee.)

Request to Suspend the Reviewer Nationally (or Prohibit Scheduling or Performing Reviews in all Administering Entities)

An AE should refer the reviewer to the board for national suspension when a reviewer is sent the résumé suspension letter. The board has authorized the Director of the program or his or her designee to determine if it is appropriate, based on standards and guidance, to form a hearing panel. If it is decided that it is appropriate for a hearing panel to consider this matter, a meeting via telephone conference should be scheduled, ordinarily within 60 days of the date on the letter. If not done within 60 days, this does not affect the actions of the panel. (See section E for hearing panel procedures.)

Suspension Removal Letter

If the board determines that the reviewer should be nationally suspended, the reviewer will remain suspended until he or she has answered questions or submitted documents supporting resume information to the satisfaction of the AE.

Reviewer’s Ability to Appeal National Ratification of the Suspension Letter

Reviewers who wish to appeal a résumé suspension letter must make such request in writing to the board within 30 days of receipt of the suspension letter. The reviewer should include any evidence to support the reviewer’s position. The appeal will not lift or delay the suspension. Once the suspension letter has been issued, the suspension may only be lifted if the reviewer has submitted the required documents to the satisfaction of the AE, or based on the appeal, the committee determines that the suspension is not warranted. (See section E for appeals to the board.)

D. Appeals to the Committee

When the AE suspends a reviewer, the reviewer is granted the opportunity to appeal the decision before the committee in person, via telephone conference, or in writing. The request for appeal must be made in writing within 30 days of the date on the letter suspending him or her. If an appeal is requested by the reviewer, the suspension will remain in effect until the reviewer has submitted documents to the satisfaction of the committee, or the panel, as described subsequently, determines that the suspension should be removed or revised, whichever occurs earlier.

If the reviewer chooses to appeal, the committee should have an appeal meeting via telephone conference, ordinarily within 60 days of the date of the reviewer’s appeal letter. However, if the reviewer requests to have the appeal take place in person, the committee should have an appeal meeting in person, ordinarily within 120 days of the date of the reviewer’s appeal. If not done within 60 or 120 days, this does not affect the actions of the panel.

For the appeal meeting, the committee should form a panel to consider a reviewer’s appeal. The committee should follow the following steps:

1. A panel should be formed of at least three members of the committee. These three members should not have been involved in the decision to suspend the reviewer.
2. One member should serve as the panel chair.
3. The reviewer will be given the opportunity to participate in the appeal process.
4. If the reviewer would like to appear before the panel, he or she should notify the AE not later than 14 days prior to the appeal date. If the reviewer does not notify the AE that he or she would like to appear, the panel will still convene and decide on the matter.
5. If the reviewer requests to have the appeal take place in person, the panel meeting should be scheduled at a location convenient to members of the panel but also take into consideration the location from which the reviewer is traveling.

6. The meeting information (for example, date, location, and conference call number) should be communicated to the reviewer and panel members. If the reviewer is unable to attend or participate, the reviewer may request that the meeting be postponed for good cause. The postponement will be at the discretion of the panel and should be rescheduled at a date and location, if in person, determined by the Chair.

7. The reviewer may request a postponement for good cause. To be considered, any request must be received by the committee not later than 14 days prior to the date of the hearing. The presiding officer of the panel or the Chair, in the absence of a presiding officer, shall have the sole discretion regarding granting a postponement.

8. Supporting documentation from the reviewer must be received not later than 14 days prior to the appeal date in order for it to be considered by the panel.

9. The reviewer has the opportunity to present evidence and witnesses, if any, and be represented by counsel to support his or her position about why the action was inappropriate.

10. At the meeting, the panel should discuss the basis of the appeal, including the supporting documentation submitted by the reviewer.

11. If appearing in person or telephonically, the reviewer should have the ability to indicate why he or she believes that the action taken by the committee was inappropriate.

12. The reviewer and panel have the ability to ask questions of each party and their witnesses, if any.

13. Staff, if requested by the reviewer or AE to attend as an adviser, may be present and will only act as an adviser to the committee regarding the rules and guidance.

14. After hearing testimony, the panel should discuss the matter in private without the reviewer or other parties present to determine whether the panel should uphold the suspension.

15. The decision of the panel should be provided to the reviewer immediately following the panel’s decision. The reviewer should be informed that he or she has the right to appeal to the board. A written communication of the panel’s decision should be sent by common carrier (with proof of delivery) to the reviewer within three business days of the panel’s decision, regardless of whether the reviewer was notified verbally. The decision of the panel is effective immediately.

This process is very important and should be conducted such that all parties have the opportunity to thoroughly discuss the matter prior to the decision of the panel.

A record of the appeal proceeding and summary of conclusions, either as minutes or a transcript, regardless if a party attends, should be maintained and, if requested, provided to those attending the appeal meeting. Copies of the minutes or transcript should be submitted to the board if the matter is appealed to the board by the reviewer. The documentation related to this appeal will be taken into consideration by the board if the reviewer exercises his or her right to appeal to the board. (See section E for procedures for appealing to the board.)

A reviewer will remain suspended until he or she has complied with requests from the AE to the satisfaction of the committee, or the board has concluded that the reviewer should not be suspended, whichever occurs earlier.

**E. Appeals to the Board**

Reviewers are granted the opportunity to appeal the decision. The request for appeal must be made within 30 days of receipt of the letter communicating the decision of the committee appeal panel. The reviewer will remain ineligible to schedule or perform reviews during the appeal process.

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16 See footnote 15.
The board has authorized the Director of the program or his or her designee to determine if it is appropriate, based on standards and guidance, to form a hearing panel. If it is decided that it is appropriate for a hearing panel to consider a reviewer’s appeal, a meeting via telephone conference should be scheduled, ordinarily within 60 days of the date on the reviewer’s appeal letter. If not done within 60 days, this does not affect the actions of the panel. If the reviewer requests to present his or her case in person, it will be at the panel’s discretion whether to grant an in-person hearing. If a request for an in-person hearing is granted, the date and location will be determined based upon the panel members’ availability. The Rules of Procedure for Peer Reviewers include the following:

1. The hearing panel will consist of five board members or others designated by the board Chair.
2. The hearings will ordinarily be held via conference call or, upon request and at the discretion of the panel, in person.
3. The reviewer and AE will be given the opportunity to participate in the appeal process. Other AEs that indicate that they are interested in participating may do so at the discretion of the panel Chair.
4. If the reviewer or approved (by the panel Chair) AE would like to appear via conference call, they must notify staff not later than 14 days prior to the hearing date of their desire to attend. If the reviewer or AE desires to appear in person before the hearing panel, and the board agrees to the request, the date and location of the hearing will be determined based on panel members’ availability.
5. The reviewer or approved (by the panel Chair) AE may request a postponement for good cause. To be considered, any request must be received by the board not later than 14 days prior to the date of the hearing. The presiding officer of the panel or the Chair, in the absence of a presiding officer, shall have the sole discretion regarding granting a postponement.
6. If either the reviewer or AE does not advise staff that he, she, or it will attend the hearing, the hearing will proceed on the hearing date, even if neither party attends.
7. Decisions of the hearing panel are effective immediately. Staff may call or e-mail the decision to the party that does not participate in the hearing. A letter will be sent to the reviewer and AE via common carrier, which provides signed proof of delivery, indicating the decision of the hearing panel.

In accordance with the Rules of Procedure for Peer Reviewers, decisions made by a hearing panel may be appealed to an ad hoc committee. The party requesting the appeal shall bear the burden of convincing the ad hoc committee that there should be a change in the decision of the hearing panel. The ad hoc committee will review the facts and evidence of the matter and determine whether there is validity to the appeal.

If the ad hoc committee agrees that the decision should be reviewed, it will be sent to a review panel of the board. Decisions of the review panel are final. Rules of Procedures for Reviewers outlining the procedures are available on www.aicpa.org.

F. Committee Considerations When a Reviewer Is Suspended for Failing to Perform Reviews in a Timely and Professional Manner or Complete His or Her Résumé Verification

Suspension for Failing to Perform Reviews in a Timely and Professional Manner

If a reviewer has been suspended for not timely and professionally submitting documentation but has been scheduled and approved for other reviews at the time of the suspension, the reviewer will ordinarily be permitted to perform those previously scheduled reviews.

Late submission of documents on one review would not ordinarily create the need for oversight or disallow a reviewer from performing already approved and scheduled reviews. However, nothing precludes the committee from issuing multiple suspensions if the reviewer is not timely and professionally responding to the submission of documents on reviews subsequently performed by the reviewer. In instances when the reviewer is continuously late, leading to multiple suspensions, the AE, board, or staff may deem this as a reviewer performance matter (see section IV).
Suspension for Failing to Submit Documentation for Résumé Verification

If a reviewer is suspended for not verifying his or her résumé information, this may create the need for oversight. For reviews that have been scheduled, commenced, or accepted within 120 days, the committee should review the facts and circumstances of each review. Based on that conclusion, the committee may determine that oversight is necessary.

If the results of the oversight indicate that the reviewer had performance issues, the results should be discussed with the reviewer. If the reviewer is unable to justify his or her conclusions by citing professional standards, this may indicate performance deficiencies. If there is concern about the reviewer’s performance, and the acceptance letter has been issued, the AE should contact staff to discuss the situation. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

IV. Reviewer Performance—Pattern of Poor Performance, Serious Weaknesses, Multiple Suspensions, and Egregious Performance Matters

A. Weaknesses in Reviewer Performance

During the review acceptance process, the committee evaluates the reviewer’s performance. In addition to the committee’s evaluation, the board and staff may also evaluate and monitor the reviewer’s performance through other means, such as oversight. The committee should determine the severity of any identified weaknesses.

Serious weaknesses in the reviewer’s performance on a particular review or a pattern of weaknesses substantiated by multiple reviewer feedback forms or suspensions may be considered performance deficiencies. In these situations, the board or committee may require the reviewer to comply with certain actions in order for the reviewer to continue performing peer reviews (standards par. .148). The board or committee, as applicable, will consider the need to impose corrective actions or restrictions on the service of the reviewer. Upon notification and evidence of egregious performance matters, the board or committee may consider more stringent actions or restrictions against the reviewer. The following sections outline various degrees of reviewer performance weaknesses and the guidance for handling such matters.

B. Communicating Reviewer Performance Weaknesses

Performance weaknesses that are identified through the technical review process or other means should be brought to the attention of the committee. When those weaknesses are not severe in nature, committees should treat such reviewers in a manner similar to the treatment of reviewed firms needing improvements. That is, attempts to achieve improvements in the reviewer’s performance should first be sought through educational and remedial actions. Reviewers should be advised of the weaknesses so that the reviewer’s performance will be enhanced and similar errors are not made on reviews performed in the future. Such advice or feedback, whether generated from the review acceptance process or other means such as oversight, should be communicated through appropriate methods. Performance matters that do not rise to a sufficient level to be included on the reviewer feedback form may be provided as other communication, such as an e-mail or a call from the technical reviewer (see section D). For weaknesses that rise to a sufficient level, a reviewer feedback form should be issued by the committee (see section C). The proper communication should be made regardless of the status of the reviewer. This includes reviewers currently suspended or subjected to other corrective actions, suspension, or restriction.

The committee should make the determination, based on the facts and circumstances, of whether a reviewer feedback form is warranted. A committee member must approve the reviewer feedback form. Feedback forms help the AE and staff to monitor the performance of a reviewer, including whether there is a pattern of weaknesses or if the reviewer has shown improvement since the issuance of previous feedback forms. When the reviewer fails to improve performance noted on feedback forms, and feedback forms are continually issued, the reviewer may be deemed as not cooperating, and deficiency letters may be issued. Written communications about a reviewer’s performance weaknesses issued by one AE may be shared with another AE as part of monitoring performance.

If there are serious weaknesses in the reviewer’s performance on a particular review, or if there exists a pattern of weaknesses substantiated by multiple feedback forms or suspensions, refer to the guidance in
section E. If a reviewer’s performance, based on facts, circumstances, and evidence, is deemed by the committee to be egregious, a feedback form is not the appropriate means of communication. For egregious performance matters, the AE should consider issuing a removal letter to the board after following guidance in section K.

C. Reviewer Feedback Forms

Reviewer feedback forms document reviewer performance weaknesses on individual reviews. Committees should use reviewer feedback forms when performance weaknesses are noted. The purpose of issuing a reviewer feedback form is to provide remedial and educational guidance on areas of needed improvement. Reviewer feedback forms should not be considered a punitive action, nor should they be used to communicate trivial or preferential issues. Weaknesses noted on reviewer feedback forms should be able to be substantiated by peer review guidance. If necessary, completion of the explanation section of the reviewer feedback form or other verbal or written correspondence with the reviewer is recommended to ensure that the reviewer understands the performance weaknesses.

The reviewer feedback form is designed to give reviewers feedback directly from the committee. The reviewer feedback form should be signed (electronic or typed signature is acceptable) and dated by a member of the committee and may be remitted to the reviewer electronically or via mail. Technical reviewers may make recommendations for feedback to the committee but should not issue or sign reviewer feedback forms. Each AE should have procedures in place to allow for periodic monitoring of reviewer feedback forms to determine whether there is a pattern of weaknesses in a reviewer’s performance, which needs to be considered.

If the reviewer performs reviews for other AEs, it is important that feedback be shared with those AEs. The AE issuing the feedback should provide reviewer feedback forms upon the request of another AE. This procedure enhances monitoring the reviewers’ performance.

The following is a listing of items (not all inclusive) that would ordinarily be considered justification for feedback:

- **Planning:**
  - obtain team member approval timely after determination that the review team or reviewer did not possess the proper qualifications or adequate experience to perform the review of an engagement in a particular practice area or industry. (standards sec. 1000 par. .30)
  - obtain an understanding of the firm’s accounting and auditing practice or system of quality control when performing a peer review and needed to perform additional work. This may also include failure to address significant differences between the background information provided to the administering entity during scheduling and the information that the firm provides to the reviewer. (standards sec. 1000, par. .41–.45)
  - adequately document a comprehensive risk assessment for the system review, and additional clarification was necessary. (standards sec. 1000 par. .49–.50)

- **Engagement Selection and Review:**
  - select a sufficient or appropriate scope of engagements for review in accordance with guidance. This also includes selecting too many engagements on an engagement review. (standards sec. 1000 System Reviews par. .53–.63; Engagement Reviews par. .104–.109)
  - properly select the “surprise” engagement or did not provide sufficient documentation of reasoning for selection. (standards sec. 1000 par. .61)

- **Assessment and Disposition of Matters:**
  - identify matters, findings, deficiencies, or significant deficiencies appropriately but responded timely to requested revisions. (standards sec. 1000 System Reviews par. .70; Engagement Reviews par. .110)
  - properly dispose of matters noted on the review or properly complete the DMFC form. (standards sec. 1000 System Reviews par. .72–.74; Engagement Reviews par. .112–.114)
appropriately conclude on whether an engagement was performed or reported on in conformity with applicable professional standards in all material respects. (standards sec. 1000 System Reviews par. .66–.67; Engagement Reviews par. .109)

properly consider or document the need to expand scope to other engagements or functional areas. (standards sec. 1000 par. .68 and Interpretation No. 84-1)

appropriately aggregate or evaluate matters noted on the review. (standards sec. 1000 System Reviews par. .75–.86; Engagement Reviews par. .111–.115)

• Completion of FFC Forms: The reviewer did not
  — systemically write findings in a System Review. (standards sec. 1000 par. .83)
  — sufficiently complete or write FFC forms. (System Reviews sec. 4960; Engagement Reviews sec. 6600)
  — properly identify a repeat finding. (Interpretation No. 83-2)
  — provide proper recommendations to the firm to sufficiently address the findings. (System Reviews sec. 4960; Engagement Reviews sec. 6600)

• Reporting: The reviewer did not
  — properly identify a repeat deficiency. (standards sec. 1000 System Reviews par. .96; Engagement Reviews par. .122n)
  — provide sufficient peer review working papers or documentation to support the report rating. (standards sec. 1000 System Reviews par. .87–.90; Engagement Reviews par. .117–.119)
  — systemically write deficiencies in a system review report, and a revision was required. (standards sec. 1000 par. .96m)
  — “close the loop” when reporting on deficiencies in a system review. (standards sec. 4200.54g)
  — provide proper recommendations to the firm to sufficiently address the deficiencies noted in the peer review report. (standards sec. 1000 System Reviews par. .96m; Engagement Reviews par. 122m)
  — represent the report in standard form in accordance with peer review guidance, or significant revisions to the report were needed. (standards sec. 1000 System Reviews par. .96; Engagement Reviews par. 122)

• Completion and Submission of Working Papers: The reviewer did not
  — comprehensively complete peer review documentation, or the documentation required revisions. (standards sec. 1000 par. .24)
  — properly report engagement statistics or did not properly discuss in other peer review practice aids when it was determined that the engagement was not performed or reported on in conformity with professional standards in all material respects. This also includes consideration of the reviewed firm’s response to such an engagement in accordance with professional standards. (Interpretation No. 66-1)

• Other departures from Standards for Performing and Reporting on Peer Reviews or other authoritative program guidance.

A reviewer feedback form should not be issued for inconsequential matters or matters that are communicated through other means in the peer review process. For instance, if peer review working papers are submitted late, there is a separate communications process and procedures that should be followed. Therefore, it is not necessary to communicate this through a reviewer feedback form. However, reviewer performance weaknesses noted as a result of oversight performed by the administering entity should be communicated through a reviewer feedback form in addition to communicating the general results of the oversight. This is to ensure that weaknesses are properly captured and communicated to the reviewer.
Committees considering recommendations of the technical reviewer should use judgment and weigh the nature, causes, and significance of the item(s) noted, individually and collectively, in deciding whether to issue a reviewer feedback form. For instance, if a certain working paper requires revision, but no other weaknesses are noted in the review, other communications may be appropriate. However, such an issue coupled with the reviewer not adequately documenting risk assessment and issuance of a poorly written FFC form with no consideration of a systemic cause would warrant a reviewer feedback form. Regardless of whether the reviewer cooperated in revising documents requested by the technical reviewer or committee, the committee should issue a reviewer feedback form when warranted. The feedback form documents the requests made of the reviewer.

Issuing a reviewer feedback form is a critical step in assisting reviewers in understanding performance weaknesses. If performance weaknesses continue, the reviewer feedback forms provide support that there is a performance matter and that the reviewer should receive a deficiency letter. Note, however, there are certain situations when a reviewer feedback form may be bypassed (see sections E and K).

D. Other Communications to the Reviewer

Technical reviewers may provide other communications to reviewers for issues that are less critical in nature than the weaknesses generally considered on a reviewer feedback form; this is not considered feedback. Other communications should not be provided in lieu of issuing a reviewer feedback form if the circumstances warrant such. Technical reviewers should consider communicating to the committee the aggregation of less critical departures from peer review guidance to determine if, collectively, the situation warrants the issuance of a reviewer feedback form. If a reviewer feedback form is warranted, the committee should issue it.

Other communications should not be retained in the peer reviewer’s file but should be kept with the review working papers and destroyed (with the review working papers) 120 days after the review is completed.

E. Reviewer Performance Deficiencies

Performance deficiencies occur when there are serious weaknesses in the reviewer’s performance on a particular review or if there exists a pattern of weaknesses substantiated by multiple feedback forms or suspensions. The committee or board, depending on the particular circumstances, will consider the need to impose corrective actions or restrictions on the service of such a reviewer. The committee or board may require the reviewer to comply with certain actions in order for the reviewer to continue performing peer reviews (standards par. 1.148). Reviewer performance deficiencies should be handled as follows to ensure reviewers are afforded appropriate notification and fair procedures:

1. Performance monitoring letter. When weaknesses in a reviewer’s performance are too severe for feedback, it may be appropriate to formally document the performance weaknesses. This documentation would be done through a performance monitoring letter, which is sent to the board and informs AEs of such issues by adding the reviewer’s name to the reviewer monitoring report. Situations, such as those that follow, indicate reviewer performance issues when feedback may not be appropriate because of the severity:

   a. A pattern of performance weaknesses noted on reviewer feedback forms issued by the committee, including those issued by other AEs when the reviewer has performed reviews

   b. Multiple suspensions due to ineligibility or handling reviews in an untimely and unprofessional manner (as described in sections II and III)

   c. Performed a review at a location other than the reviewed firm’s office without prior approval from the AE

   d. Performing a peer review when the reviewer is a provider of QCM aids, and the reviewed firm uses those aids, and the provider (reviewer) has not received a pass report on the QCM review of those aids
e. Undergone oversight, and serious issues were identified, and the RAB and committee determine that there are significant performance deficiencies that the reviewer was able to correctly address to the satisfaction of the committee

f. Failed to notify the AE regarding communications relating to allegations or investigations from a regulatory, a monitoring, or an enforcement body or others in the conduct of accounting, audit, or attestation engagements performed by the reviewer or reviewer’s firm


g. Failed to notify AICPA technical staff and the AE of any limitations or restrictions placed upon the reviewer or reviewing firm’s ability to practice or perform peer reviews

Previously issued reviewer feedback forms or multiple suspension letters should be attached to support this letter, if applicable. This letter reminds the reviewer that

a. the goal of the AICPA Peer Review Program is the enhancement of the quality in the performance of accounting and auditing engagements by AICPA members, and this goal can only be achieved if the work performed by the reviewers exhibits a high level of quality.

b. If the reviewer fails to improve performance with the commencement of the next review and correct the weaknesses, the reviewer may be subject to corrective actions or restrictions on future reviews.

c. a copy of the letter is being sent to the board and other AEs. The board and all AEs will monitor the performance of such reviewer after the issuance of the letter.

d. the reviewer’s name will be added to the reviewer monitoring report and will be available to all AEs to assist in monitoring the reviewer’s future performance. This will not prevent a reviewer from being scheduled if all qualifications and requisite experience are met. Being put on the monitoring report should not preclude the AE from approving a reviewer. However, the AE may consider oversight on the reviewer.

This letter does not place corrective actions or restrictions on the reviewer. The objective of the letter is memorializing identified weaknesses. The reviewer cannot appeal the issuance of this letter.

2. **Performance deficiency letter.** There is an expectation that the reviewer correct any performance issues outlined in the performance monitoring letter on the next and subsequently performed reviews. If during the next review or future reviews submitted to the committee, the reviewer does not address and correct the issue(s) outlined in a performance monitoring letter, then the committee or board, as applicable, should consider the need to issue a performance deficiency letter, which imposes corrective actions or restrictions on the reviewer.

The reviewer should be afforded sufficient time and opportunity to correct performance issues identified in a performance monitoring letter prior to a performance deficiency letter being issued. For example, the reviewer should not receive this letter if reviews were performed and submitted for committee acceptance prior to the issuance of a performance monitoring letter. In this situation, the reviewer has not had the opportunity to correct the performance issue. It would be appropriate to issue a performance deficiency letter if performance issues (as outlined in the performance monitoring letter) are noted on a review subsequently performed by the reviewer after the letter had been issued.

If the reviewer performs reviews for multiple AEs, more than one AE will be monitoring the performance of the reviewer. Accordingly, if an AE has a review submitted to the committee that has similar reviewer performance issues to those identified in the performance monitoring letter issued by another AE, the AE may issue a performance deficiency letter, as provided in this guidance.

Prior to another AE issuing a performance deficiency letter, the AE that issued a performance monitoring letter should be consulted. This consultation should be with a representative (committee member, technical reviewer, or administrator) of both AEs. The AE that issued a performance monitoring letter should agree with, and approve the issuance of, a performance deficiency letter and the corrective action included in the letter. If the two AEs do not agree, they should consult with staff.

For reviewers who perform reviews in multiple jurisdictions, any corrective action or restriction included in the performance deficiency letter should be considered by all AEs to determine whether they want to enforce it on all or some reviews performed by the reviewer. In order to have the action
ratified nationally, the board would need to ratify the action. If ratified, the corrective action or restriction would be applicable to all reviews scheduled and performed by the reviewer.

An AE may request the board to nationally ratify a corrective action on a reviewer by writing the board. The AE should include all evidence supporting the request and indicate why it would be in the public interest to have this action ratified on a national basis. Upon receipt of such request, it will be the board’s discretion on whether the matter should go to a hearing panel. If a hearing panel is to review the matter, all parties will be sent a notice of hearing, including a copy of the Rules of Procedure for Peer Reviewers, with a copy of all supporting evidence sent to the reviewer (see section VIII).

3. Bypassing the performance monitoring letter. There may be performance issues sufficiently severe to rise to the level of deficiencies such that bypassing the issuance of a performance monitoring letter and issuing a performance deficiency letter would be appropriate. These situations should be reviewed by the committee and a determination made on a case-by-case basis. Examples of when an AE would consider bypassing the monitoring letter include, but are not limited to, the following:

   a. Failure to notify AICPA technical staff and the AE of any limitations or restrictions placed upon the reviewer or reviewing firm’s ability to practice or perform peer reviews, and the reviewer continues to schedule and perform peer reviews.

   b. During the review acceptance process, the committee determines that the review was not conducted in accordance with standards resulting in serious issues or multiple deficiencies in the reviewer’s performance, and the reviewer does not have the subject matter expertise or capability of correcting identified issues. For example, a team captain reviewed an A-133 engagement and failed to identify deficiencies in the engagement. The team captain demonstrates that he or she does not have the requisite experience to appropriately address the deficiencies and needs to hire a team member with A-133 experience to address the noted deficiencies.

   c. Based on oversight and discussions with the reviewer, the committee concluded that the reviewer did not have the requisite experience on high-risk or must-select engagements, and the reviewer could not justify why he or she was qualified to perform a peer review on such engagements, resulting in serious weaknesses in the performance of the reviewer on that engagement.

   d. Issuance of multiple performance monitoring letters over a period of time indicating a pattern of poor performance.

   e. Issues discussed under the previously mentioned performance monitoring letter might require a performance deficiency letter, depending upon the severity of the circumstances.

Process for Issuing the Performance Deficiency Letter

Before a decision is made to impose corrective actions or restrictions on the reviewer, the committee should ensure that the reviewer is knowledgeable of the evidence supporting the need for such corrective actions or restrictions and has been afforded the opportunity to address the committee’s concerns. The AE issuing a performance deficiency letter should communicate (either through discussion or e-mail) with the reviewer. This communication should include the various feedback forms, the performance monitoring letter(s) (if issued), results of oversight, or a description of the multiple deficiencies found in a particular review or reviews. Such communication should be documented. One objective of the communication is to determine if there may be a disagreement between the reviewer and AE. If there is a disagreement, then the committee should follow the guidance in chapter 7 of this handbook. If, after the disagreement procedures have been concluded and based on the conclusion of the disagreement procedures, it is determined that there is a serious performance deficiency, the AE should issue the performance deficiency letter.

A performance deficiency letter should not be issued if

   a. the reviewer corrects the issues noted in a performance monitoring letter but has demonstrated different performance issues in a subsequent review. In this situation, the AE should issue a performance monitoring letter citing the new performance deficiency.
b. the reviewer has received a performance monitoring letter more than one year ago, completed several reviews that address similar matters after the issuance of a performance monitoring letter, and not received other performance monitoring letters on those reviews. This indicates that the reviewer has cooperated and corrected the performance issues.

c. a performance monitoring letter has been issued, and the reviewer has not had sufficient time or an opportunity to correct the performance issue.

d. there is a disagreement between the reviewer and AE. If there is a disagreement, the disagreement procedures should be followed (see chapter 7).

After the communication between the reviewer and AE, the committee should consider the facts and circumstances prior to issuing a performance deficiency letter. If the committee concludes to issue the letter to the reviewer, the letter should

a. state that those improvements are still needed in the performance of the reviewer.

b. include an explanation of the performance weaknesses still being noted.

c. indicate that the individual must agree to comply with one or more actions in order to continue performing reviews, such as, but not limited to, the following:

i. Oversight at the discretion of an AE until receipt of evidence of completion of a future reviewer’s training or accounting or auditing course or an indication of improved performance.

ii. Oversight on the reviewer’s next review at the reviewer’s expense, including time and out-of-pocket expenses, by someone acceptable to the committee. If the reviewer fails to improve, and performance issues are evident, oversight may continue until the committee deems it unnecessary.

iii. Consult with the AE to discuss the planning and performance of the next review.

iv. Complete all reviews to the satisfaction of the committee, including submitting all reports and appropriate documentation on all outstanding peer reviews before scheduling or performing another review, thus limiting the number of reviews that the reviewer may schedule or have open at one time.

v. Have pre-issuance review(s) of the report and documentation on future peer reviews by a Peer Review Mentor or another individual acceptable to the committee Chair or designee who has experience in performing peer reviews.

vi. Remove or revise the résumé code until appropriate proof of experience and knowledge have been provided to the satisfaction of the committee.

vii. Other corrective action(s) that would assist the reviewer in his or her performance of future reviews.

d. indicate that other AEs have the discretion to impose the preceding action or restriction on the reviewer.

e. indicate that the committee may request the board to remove the individual’s name from the list of qualified reviewers if improvements are not noted in the performance of the reviewer on subsequent reviews, or the reviewer refuses to cooperate, such as by failing to return a signed acknowledgement copy of the letter within 30 days from receipt of the date of the letter, or both.

f. give the reviewer an opportunity to appeal the decision before the committee formed by the AE issuing the performance deficiency letter in person, via telephone conference, or in writing.

g. indicate that a request for appeal must be made within 30 days of receipt of the letter and that the actions or restriction outlined in the letter will remain in effect for all reviews that the reviewer commences, pending the appeal.

h. be copied and sent to the managing partner of the reviewer’s firm if the reviewer is not a sole practitioner and all AE’s where the reviewer is scheduled to perform reviews or has performed a review in the past year.
F. Appeals to the Committee

When the committee issues a performance deficiency letter, the reviewer is granted the opportunity to appeal the decision before the committee in person, via telephone conference, or in writing. The request for appeal must be made in writing within 30 days of receipt of the date on performance deficiency letter. The reviewer can only appeal to the AE that issued the performance deficiency letter. If an appeal is requested by the reviewer, the action or restriction outlined in the performance deficiency letter will remain in effect for reviews that the reviewer has commenced until the reviewer has shown improved performance, or the panel, as described subsequently, determines that it should be removed or revised, whichever occurs earlier.

If the reviewer chooses to appeal, the committee should have an appeal meeting via telephone conference within 60 days of date on the reviewer’s appeal letter. However, if the reviewer requests to have the appeal take place in person, the committee should have an appeal meeting in person, ordinarily within 120 days of date on the appeal letter. If not done within 60 or 120 days, this does not affect the actions of the panel.

For the appeal meeting, the committee should form a panel to consider a reviewer’s appeal. The committee should follow the following steps:

1. A panel should be formed of at least three members of the committee. These three members should not have been involved in the decision to suspend the reviewer.

2. One member should serve as the panel Chair.

3. The reviewer will be given the opportunity to participate in the appeal process. If a different AE issued a performance monitoring letter, that AE should be contacted and provided the opportunity to (a) have a committee member participate in the panel, (b) allow a representative to participate during the appeal, or (c) remit a memorandum to the panel.

4. If the reviewer would like to appear before the panel, he or she should notify the AE not later than 14 days prior to the appeal date. If the reviewer does not notify the AE that he or she would like to appear, the panel will still convene and decide on the matter.

5. If the reviewer requests to have the appeal take place in person, the panel meeting should be scheduled at a location convenient to members of the panel but also take into consideration the location from which the reviewer is traveling.

6. The meeting information (for example, the date, location, and conference call number) should be communicated to the reviewer; the other AE, if applicable; and the panel members. If the reviewer is unable to attend or participate, the reviewer may request that the meeting be postponed for good cause. The postponement will be at the discretion of the panel and should be rescheduled at a date and location, if in person, determined by the Chair.

7. The reviewer may request a postponement for good cause. To be considered, any request must be received by the committee not later than 14 days prior to the date of the hearing. The presiding officer of the panel or the Chair, in the absence of a presiding officer, shall have the sole discretion regarding granting a postponement.

8. Supporting documentation from the reviewer or memoranda from the other AE must be received not later than 14 days prior to the appeal date in order for it to be considered by the panel.

9. The reviewer has the opportunity to present evidence and witnesses, if any, and be represented by counsel to support his or her position about why the action was inappropriate.

10. At the meeting, the panel should discuss the basis of the appeal, including the supporting documentation submitted by the reviewer and AE if applicable.

11. If appearing in person or telephonically, the reviewer should have the ability to indicate why he or she believes that the action taken by the committee was inappropriate.

12. The reviewer, AE, and panel have the ability to ask questions of each party and their witnesses, if any.

13. Staff, if requested by the reviewer or AE to attend as an adviser, may be present and will only act as an adviser to the committee regarding the rules and guidance.
14. After hearing testimony, the panel should discuss the matter in private without the reviewer or other parties present to determine whether it should uphold the original action(s) or restriction placed upon the reviewer or revise the action(s) or restriction.

15. The decision of the panel should be provided to the reviewer immediately following the panel’s decision. The reviewer should be informed that he or she has the right to appeal to the board. A written communication of the panel’s decision should be sent by common carrier (with proof of delivery) to the reviewer within three business days of the panel’s decision, regardless of whether the reviewer was notified verbally. The decision of the panel is effectively immediately.

This process is important and should be conducted such that all parties have the opportunity to discuss the matter prior to the decision of the panel.

A record of the appeal proceeding and summary of conclusions, either as minutes or a transcript, regardless if a party attends, should be maintained and, if requested, provided to those attending the appeal meeting. Copies of the minutes or transcript should be submitted to the board if the reviewer appeals the matter to the board. The documentation related to this appeal will be taken into consideration by the hearing panel if the reviewer exercises his or her right to appeal to the board. (See section G for procedures for appealing to the board.)

The restriction placed upon the reviewer will remain in effect until the committee has determined that the performance weaknesses that caused the letter to be issued have been corrected on subsequent reviews (see section H).

G. Appeals to the Board

Reviewers are granted the opportunity to appeal the decision. The request for appeal must be made in writing within 30 days of receipt of the letter communicating the decision of the committee appeal panel. The reviewer will remain ineligible to schedule or perform reviews during the appeal process.

The board has authorized the Director of the program or his or her designee to determine if it is appropriate, based on standards and guidance, to form a hearing panel. If it is decided that it is appropriate for a hearing panel to consider a reviewer’s appeal, a meeting via telephone conference should be scheduled, ordinarily within 60 days of the date on the reviewer’s appeal letter. If not done within 60 days, this does not affect the actions of the panel. If the reviewer requests to present his or her case in person, it will be at the panel’s discretion whether to grant an in-person hearing. If a request for an in-person hearing is granted, the date and location will be determined based upon the panel members’ availability. The Rules of Procedure for Peer Reviewers include the following:

1. The hearing panel will consist of five board members or others designated by the board Chair.
2. The hearings will ordinarily be held via conference call or, upon request and at the discretion of the panel, in person.
3. The reviewer and AE will be given the opportunity to participate in the appeal process. Other AEs that are interested in participating may do so at the discretion of the panel Chair.
4. If the reviewer or approved (by the panel Chair) AE would like to appear via conference call, they must notify staff not later than 14 days prior to the hearing date of their desire to attend. If the reviewer or AE desires to appear in person before the hearing panel, and the board agrees to the request, the date and location of the hearing will be determined based on panel members’ availability.
5. The reviewer or approved (by the panel Chair) AE may request a postponement for good cause. To be considered, any request must be received by the board not later than 14 days prior to the date of the hearing. The presiding officer of the panel or the Chair, in the absence of a presiding officer, shall have the sole discretion regarding granting a postponement.
6. If either the reviewer or AE does not advise staff that he, she, or it will attend the hearing, the hearing will proceed on the hearing date, even if neither party attends.

See footnote 15.
7. Decisions of the hearing panel are effective immediately. Staff may call or e-mail the decision to the party that does not participate in the hearing. A letter will be sent to the reviewer and AEs via common carrier, which provides signed proof of delivery, indicating the decision of the hearing panel.

In accordance with the Rules of Procedure for Peer Reviewers, decisions made by a hearing panel may be appealed to an ad hoc committee. The party requesting the appeal shall bear the burden of convincing the ad hoc committee that there should be a change in the decision of the hearing panel. The ad hoc committee will review the facts and evidence of the matter and determine whether there is validity to the appeal.

If the ad hoc committee agrees that the decision should be reviewed, it will be sent to a review panel of the board. Decisions of the review panel are final. Rules of Procedures for Reviewers outlining the procedures are available on www.aicpa.org.

H. Committee Considerations When Reviewers Have Restrictions or Corrective Actions Placed Upon Them With the Issuance of a Performance Deficiency Letter

Because reviews performed by reviewers when they are issued performance deficiency letters may be in different stages of completion, the following various scenarios should be considered by the committee when formalizing policies and procedures:

1. A performance deficiency letter has been issued within the last 30 days and has not been signed by the reviewer. The action or restriction included in the letter cannot be imposed if the reviewer has not acknowledged agreement by signing and submitting the letter within 30 days of the date on the letter. In this situation, the committee should consider on-site or off-site oversight on reviews that have commenced or been submitted for committee consideration.

2. A performance deficiency letter has been signed by the reviewer and requires oversight or a pre-issuance review prior to submission to the committee, and
   a. the scheduled review has commenced, but fieldwork is not complete. The action in the performance deficiency letter should be adhered to by the AE that issued the letter. Committees for other AEs where the reviewer performs reviews are strongly encouraged to impose the actions in the letter on the reviewer.
   b. fieldwork has been completed prior to the receipt of the signed letter, but working papers have not yet been received by the AE, or the review is in house awaiting technical review. The action in the performance deficiency letter should be adhered to by the AE that issued the letter. Committees for other AEs where the reviewer performs reviews are strongly encouraged to impose the actions in the letter in their own state. Because the action will delay the acceptance of the review, the firm should be notified.
   c. the review has been submitted for committee consideration. The committee should consider deferring the review until the technical staff has performed the procedures previously described in (1). Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.
   d. the review is accepted, but the acceptance letter has not been sent to the firm. The AE should discuss the matter with the Chair of the RAB or the committee Chair and consider if the acceptance letter should be delayed and the review deferred until other procedures have been performed. Other procedures could include oversight or a review of all working papers by the technical staff. Those procedures should be performed as soon as practicable so as not to harm
the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

If the technical staff reviews the working papers, they should approach the review with a higher degree of skepticism with regard to the reasons for issuance of the action placed upon the reviewer. They should carefully consider the reviewer’s ability to perform and report on the review and whether, based on their procedures and any other procedures performed, they were able to overcome concerns about the reviewer’s performance. Technical staff should fully report on these procedures to the committee.

e. the review is accepted, and the firm has been sent its acceptance letter, and

i. it is within the working paper retention period. The committee should consider if the technical staff should perform the procedures previously described in (1). These procedures should be performed as soon as practicable. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

ii. it is outside of the working paper retention period. The AE should contact staff to discuss the impact that this may have on reviews performed by the reviewer. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

I. Withdrawal of Actions Required in the Performance Deficiency Letter

Corrective actions will be withdrawn once the committee(s) or board determine that the reviewer’s performance deficiencies have been corrected. The AE or board that issued the letter will make this determination. The decision should be based on evidence supporting the fact that the action or restriction is no longer required, or the reviewer has fulfilled the obligation placed upon him or her (for example, attending a peer review course). The reviewer will receive a letter notifying him or her of such decision.

J. The Committee Requests the Board to Consider National Ratification of Action or Removal of Reviewer From the List of Qualified Reviewers

After receiving a performance deficiency letter, if improvements are not noted in the performance of the reviewer on subsequent reviews, or if the reviewer refuses to cooperate (for example, not signing the performance deficiency letter within 30 days), a committee may determine that the reviewer’s actions warrant board consideration. Any AE where the reviewer performs reviews may request board consideration. When an AE requests the board to consider additional actions to be placed upon the reviewer, it should submit the removal letter and include all supporting documentation. Such a referral should be based on an affirmative vote of not less than a majority of the AE’s peer review committee. A copy of the request should be submitted to the reviewer. The board may consider the need to remove the reviewer’s name from the list of qualified reviewers or some other action(s) based on the facts and circumstances presented in the documents and evidence.

Prior to the issuance of the removal letter, the reviewer should be afforded sufficient time and opportunity to correct performance deficiencies identified in a performance deficiency letter. The committee should ensure that the reviewer is fully knowledgeable about the evidence supporting the issuance of a removal letter. The AE issuing a removal letter should communicate (either through discussion or e-mail) with the reviewer the various feedback forms, continuing performance-related letters, and the results of an oversight. This communication must be documented. One of the objectives of the communication is to determine if there may be a disagreement between the reviewer and AE. If there is a disagreement, then the committee should follow the guidance in chapter 7 of this handbook.

The removal letter should not be issued if

1. the reviewer corrects the deficiency(ies) noted in a performance deficiency letter and has different performance deficiencies. In this situation, the AE should issue feedback or a performance monitoring letter citing the new performance deficiency.

2. the reviewer received a performance deficiency letter more than one year ago, completed several reviews after the issuance of the performance deficiency letter, and no feedback or other deficiency
letters were provided to the reviewer on those reviews. This indicates that the reviewer has cooperated and corrected the performance matters. In this situation, the AE should initiate feedback or issue a new performance monitoring letter, depending on the nature of the new performance issues.

3. a performance deficiency letter has been issued, and the reviewer has not had sufficient time and opportunity to correct the performance deficiency.

4. the reviewer has appealed the applicable performance deficiency letter, and the appeal is still pending.

5. there is a disagreement between the reviewer and AE. If there is a disagreement, the disagreement procedures should be followed (see chapter 7).

The committee should issue a removal letter indicating that

1. improvements in the reviewer’s performance have not been made, or the reviewer refuses to cooperate.

2. the board is requested to consider whether the reviewer should be prohibited from performing reviews or whether some other action should be taken.

Submission of a reviewer for removal from the list of qualified reviewers must include, as applicable, supporting documentation, such as, but not limited to, reviewer feedback issued; deficiency letters; information of other communications, whether verbal or written; notes from committee meetings and appeals; and a timeline outlining the various communications.

Upon receipt of the removal letter and supporting documentation, the reviewer and AEs will be notified that a hearing panel will review the matter. The hearing panel should be assembled ordinarily within 60 days of the date on the removal letter. If not done within 60 days, this does not affect the actions of the panel. The matter will be scheduled to take place via telephone conference unless it is requested by the reviewer or AE to take place in person. If an in-person meeting is requested, the date and location will be determined based upon the hearing panel members’ availability. The Rules of Procedure for Peer Reviewers includes the following:

1. The hearing panel will consist of five board members or others designated by the board Chair.

2. The hearings will ordinarily be held via conference call or, upon request and at the discretion of the panel, in person.

3. The reviewer and AE will be given the opportunity to participate in the hearing process. Other AEs that are indicate that they are interested in attending may do so at the discretion of the panel Chair.

4. If the reviewer or AE would like to appear via conference call or in person, they must notify staff not later than 14 days prior to the hearing date. If the reviewer or AE desires to appear in person before the hearing panel, and the board agrees to the request, the date and location of the hearing will be determined based on panel members’ availability.

5. The reviewer or AE may request a postponement for good cause. To be considered, any request must be received by the board not later than 14 days prior to the date of the hearing. The presiding officer of the panel or the Chair, in the absence of a presiding officer, shall have the sole discretion regarding granting a postponement.

6. If either the reviewer or AE does not advise staff that he, she, or it will attend the hearing (either in person or via a conference call), the hearing will proceed on the hearing date, even if neither party attends.

7. Decisions of the hearing panel are effective immediately. Staff may call or e-mail the decision to the party that does not participate in the panel. A letter indicating the decision of the hearing panel will be sent to the reviewer and AE via common carrier, which provides signed proof of delivery.

In accordance with the Rules of Procedure for Peer Reviewers, decisions made by a hearing panel may be appealed to an ad hoc committee. The party requesting the appeal shall bear the burden of convincing the ad hoc committee that there should be a change in the decision of the hearing panel. The ad hoc committee will review the facts and evidence of the matter and determine whether there is validity to the appeal.

If the ad hoc committee agrees that the decision should be reviewed, it will be sent to a review panel of the board. Decisions of the review panel are final. Rules of Procedures for Reviewers outlining the procedures are available on www.aicpa.org.
K. Egregious Performance by a Reviewer

Upon notification and evidence of egregious performance matters, the board or committee may consider more stringent actions or restrictions against the reviewer. After reviewing evidence, facts, and circumstances related to an egregious act by a reviewer, the committee should consider issuing a removal letter requesting the board to take action against the reviewer. The committee should ensure the reviewer is fully knowledgeable about the evidence supporting the issuance of a Removal Letter. The administering entity issuing a Removal Letter should communicate (either through discussion or email) with the reviewer the evidence supporting the allegation. In the case of an egregious act, it is not necessary to issue other deficiency letters prior to the issuance of a removal letter. Depending on the facts and circumstances, some examples of egregious performance by a reviewer include, but are not limited to, the following:

- Signing false documents.
- Failure to perform in a timely and professional manner a peer review board directive action resulting from a hearing or review panel.
- Failure to notify an AE when there has been a restriction placed by a regulatory, a monitoring, or an enforcement body on the reviewer’s ability to perform audit and attest engagements, and the reviewer continues to perform peer reviews.
- Knowingly providing advice to a firm that is contradictory to the standards, such as informing the firm that it may distribute the peer review report prior to committee acceptance or omitting engagements from the scope of the review without the appropriate scope limitations or approvals in compliance with the guidance.
- Reviewers used confidential material obtained during the peer review to enhance their own firm (that is, client listing).
- Not completing the review when it leads the AE or firm to find another reviewer to complete the review and may cause the firm harm (for example, not meeting licensure or regulatory requirements).

The evidence, facts, and circumstances and any other documentation supporting the egregious act should be sent to the board. The board has authorized the Director of the program or his or her designee to determine if it is appropriate, based on standards and guidance, to form a hearing panel. If it is decided that it is appropriate for a hearing panel to consider this an egregious act, a meeting via telephone conference should be scheduled, ordinarily within 60 days of the date on the reviewer’s appeal letter. If not done within 60 days, this does not affect the actions of the panel. (See the preceding section G for hearing panel procedures.)

L. Committee Considerations When a Reviewer Is Restricted Due to an Egregious Act

Because reviews performed by a reviewer may be in different stages of completion when the reviewer is notified that the board has restricted him or her from scheduling or performing reviews in all AEs, the following various scenarios should be considered by the committee when formalizing policies and procedures:

1. The scheduled review has not commenced. Within five business days of the reviewer being notified by the board or by the commencement date of a scheduled review, whichever is earlier, the reviewer must discuss the matter with the reviewed firm. The reviewer must withdraw from the scheduled review. Reviewers should keep in mind that their restriction is not ordinarily a valid reason for which an AE would grant an extension of the reviewed firm’s due date.

If the reviewer fails to contact the reviewed firm within five business days, the AE may contact the reviewed firm to inform it that the reviewer will not be able to perform the firm’s review. No details or explanation of the reason should be provided to the firm by the AE. Details should be discussed with the firm at the reviewer’s discretion.

2. The scheduled review has commenced and is in process, in house, or accepted
   a. but the fieldwork is not yet complete. The reviewer must inform the firm that he or she no longer has the ability to continue to perform the peer review. The reviewer should withdraw from the engagement, and the firm should contact the AE to reschedule the review.
b. and the fieldwork is complete, but working papers have not yet been received by the AE, or the review is in house awaiting technical review. The committee should consider the impact that this may have on the performance by the reviewer. Based on that assessment, the committee may decide that (on-site or off-site) oversight should be performed, possibly at the reviewer’s expense. Although the review would have already been performed, the oversight can still be performed afterward with the cooperation of the reviewed firm in either providing or forwarding requested items to the person(s) performing the oversight.

If oversight is not performed, the committee should consider if the technical staff should perform a technical review of all working papers related to the peer review. If so, the technical reviewer should approach the review with a higher degree of skepticism with regard to the reasons for restriction. He or she should carefully consider the effect of the egregious act on the reviewer’s ability to perform and report on the review and whether, based on his or her procedures and any other procedures performed, including oversight, he or she was able to overcome concerns over the reviewer’s egregious performance of the review. Technical staff should fully report on these procedures to the committee.

c. and the review has been submitted to the committee for its consideration. Depending upon the egregious act, the committee should consider deferring the review until the technical staff has performed the procedures previously described in (b) or an oversight is done. Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

3. The review is accepted by the committee, but the acceptance letter has not been sent to the firm. The AE should discuss the matter with the Chair of the RAB or the committee Chair and consider if the acceptance letter should be delayed and the review deferred until the procedures previously described in (b) have been performed or oversight is performed. Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

4. The review is accepted, and the firm has been sent its acceptance letter, and

a. it is within the working paper retention period. The procedures previously described in (b) should be considered by the committee. Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

b. it is outside of the working paper retention period. The AE should contact staff to discuss the impact on reviews performed by the reviewer. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

V. Reviewer Qualifications—Allegations, Investigations, or Limitations or Restrictions

At times, reviewers or reviewing firms may be notified by regulatory, monitoring, or enforcement bodies or others regarding an allegation or a restriction in the conduct of accounting, audit, or attestation engagements. The reviewer and reviewing firm should notify the relevant AE of any communications relating to allegations or investigations from regulatory, monitoring, or enforcement bodies in the conduct of accounting, audit, or attestation engagements performed by the reviewer (see Interpretation No. 34-1). When such situations arise, the committee, board, or staff will need to determine the effect of allegations or investigations, limitations or restrictions, or both on a reviewer’s or reviewing firm’s ability and qualifications to perform a review. If a reviewer or reviewing firm fails to notify the relevant AE or AICPA technical staff of such allegations or investigations, limitations or restrictions, or both within the specified time requirements, the reviewer or reviewing firm may be deemed as not cooperating with the program.
A. Notification of Allegation or Investigation

Responsibility of the Reviewer or Reviewing Firms

The reviewer and reviewing firms (reviewer and firm) should notify the relevant AE of communications relating to allegations or investigations from regulatory, monitoring, or enforcement bodies or others in the conduct of accounting, audit, or attestation engagements performed by the reviewer. For these purposes, an *allegation or investigation* is defined as a formal declaration, statement, or other similar assertion, the validity of which has not been established, indicating that there may be deficiencies in the peer reviewer or reviewing firm’s compliance with a regulatory, a monitoring or an enforcement body’s (regulatory body’s) rules (procedures, laws, professional standards, or practices). The notification should occur prior to the peer reviewer or reviewing firm being engaged to perform a review or immediately if the reviewer and firm have been approved to perform a review by the AE. The objective of the reviewer or reviewing firm informing the relevant AE of such allegations or investigations is to enhance the program’s oversight process, which includes ensuring that reviewers and reviewing firms are appropriately qualified to perform reviews.

The fact that a reviewer or reviewing firm has received communication(s) relating to allegations or investigations does not automatically mean that he, she, or it is ineligible to perform reviews. However, there could be situations when the nature, significance, or pervasiveness of the alleged deficiencies or an already existing preponderance of evidence would necessitate more immediate action in order to address the public interest.

Allegations or investigations against committee or RAB members should be more carefully monitored and considered due to the role that those members fill in the peer review process. Depending on the circumstances and considering the impact of their serving the public interest, possible actions are oversight of the committee or RAB member’s peer reviews or having them recuse themselves from the report acceptance process (in its entirety or just from the report acceptance process to consider reviews with engagements in the industry or other classification addressed by the allegation or investigation).

B. Notifications Relating to Limitations or Restrictions

Responsibility of the Reviewer and Reviewing Firms

The reviewer and reviewing firm should notify the AICPA technical staff then all relevant AEs of any limitations or restrictions on the reviewer’s or reviewing firm’s ability to practice or perform peer reviews. For these purposes, a *limitation or restriction* is a corrective or disciplinary action or sanction imposed on a reviewer or reviewing firm by a regulatory body. Examples include constraint of scope or volume of accounting and auditing engagements, required periodic reporting to the regulatory body, pre-issuance reviews of engagements, or additional peer review or professional education requirements.

The notification should occur prior to the reviewer or reviewing firm being engaged to perform a review or immediately if approved or currently performing a review. The objective of the reviewer or reviewing firm informing the AICPA technical staff then relevant AEs of such limitations or restrictions is to enhance the program’s oversight process, which includes ensuring that reviewers and reviewing firms are appropriately qualified to perform reviews.

An individual may not serve as a reviewer if his or her ability to practice public accounting or perform peer reviews has been limited or restricted in any way (including any specific industry restrictions) by a regulatory, a monitoring, or an enforcement body, beginning on the date that he or she is notified by the regulatory or enforcement body of the limitation or restriction and ending on the date that the limitation or restriction has been removed.

If the limitation or restriction has been placed on the reviewer’s firm or one or more of its offices, then the board will consider and investigate the specific circumstances, including how the limitation or restriction relates to the firm’s accounting and auditing practice and personnel, to determine whether any of the individuals associated with the firm may serve as reviewers.

C. Monitoring by AEs and Staff

Although it is the responsibility of reviewers and firms to notify the relevant AE of allegations or investigations or the AICPA technical staff of limitations or restrictions, AEs should monitor sources to ensure that they and the AICPA technical staff are being appropriately and timely notified.
They should

1. monitor the activities of organizations based in their state or under their jurisdiction that could initiate allegations or investigations or that could limit or restrict a reviewer and firm and that are relevant to meeting the objectives of the preceding requirement. Organizations to be monitored include those state-based organizations detailed in Interpretation No. 181-1b-1 and other state governmental agencies or other organizations that have the authority to regulate accountants (in connection with the firm’s accounting, auditing, or attestation practice). It is recognized that this is dependent on the cooperation of those organizations and the usability of the data made available and how it correlates to the peer reviewer database.

2. monitor information received from the National Peer Review Center (NPRC) and AICPA technical staff, which will monitor information available from federal or national organizations, including those detailed in Interpretation No. 181-1b-1, and will monitor actions requested or restrictions imposed by the AICPA’s Professional Ethics Executive Committee (PEEC) as a result of its investigative process, as follows:
   a. PEEC may request a recommended action via a required corrective action letter. When the related violation relates to a technical matter, the individual is not permitted to perform peer reviews, including reviews in process, until the action is completed and satisfied. The individual is flagged in the peer review system as having a restriction, so that future reviews cannot be scheduled. The AICPA technical staff will monitor these actions and inform the appropriate AEs when the individual has a review or reviews that should be considered in light of the restriction.
   b. Ethics also shares settlement agreements with AICPA Peer Review Program technical staff. AICPA technical staff will monitor these actions and inform the appropriate AEs when the individual has a review or reviews that should be considered in light of the restriction.
   c. Certain information obtained from the ethics team may not be public information. Although the process does allow for certain information to be shared within the Peer Review Program, it should be treated as confidential.

If an AE is notified or obtains knowledge of a limitation or restriction, the AE should promptly notify AICPA technical staff. It is the responsibility of the AE to consider and investigate, as deemed necessary, the specific circumstances, including whether any action, including performing oversight on the reviewer or reviewing firm, is appropriate.

D. Committee Considerations When a Reviewer and Reviewing Firm Has an Allegation or Investigation

The fact that a reviewer or reviewing firm has received communication(s) relating to allegations or investigations does not automatically mean that he, she, or it is ineligible to perform peer reviews. However, there could be situations when the nature, significance, or pervasiveness of the alleged deficiencies or an already existing preponderance of evidence would necessitate more immediate action in order to address the public interest. On a case-by-case basis, the committee should consider and investigate, as deemed necessary, the specific circumstances, including whether any action, including performing oversight on the reviewer or reviewing firm, is appropriate.

**Allegation Letter**

After investigating the specific circumstances, if the AE determines that oversight should be required, the reviewer will be sent an allegation letter. If the reviewer performs reviews for multiple AEs, this letter will be sent to all AEs where the reviewer and reviewing firm are scheduled or have performed reviews in the

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18 The Accountancy Licensee Database (ALD) is a program implemented by the National Association of State Boards of Accountancy to provide a central database with current licensee information of CPAs and accounting firms registered in the 55 accounting jurisdictions. The database is intended to also show whether a particular CPA has been sanctioned. This resource will be made available to specific public and private groups, including state boards of accountancy, accounting firms, and various regulatory authorities. However, it is still under development, and it is not currently expected to provide a user with the capability to search for sanctions. AICPA staff will monitor the development of the ALD to determine if it will be useful.
last year. Each AE should consider the impact of the allegation on the reviews performed by the reviewer before concluding that oversight is required.

The reviewer may appeal this decision; however, the action in the allegation letter will remain, pending the appeal.

E. Appeals to the Committee

When the AE issues the allegation letter, the reviewer is granted the opportunity to appeal the decision before the committee in person, via telephone conference, or in writing. The request for appeal must be made within 30 days of the allegation letter date. If an appeal is requested by the reviewer, the oversight outlined in the allegation letter will remain in effect until the reviewer has proven that the allegation or investigation has no merit or is closed, or the committee panel, as described subsequently, determines that it should be removed or revised, whichever occurs earlier.

If the reviewer chooses to appeal, the committee should have an appeal meeting via telephone conference within 60 days of the date on the reviewer’s letter. If not done within 60 days, this does not affect the actions of the panel. However, if the reviewer requests to have the appeal take place in person, the committee should have an appeal meeting in person, ordinarily within 120 days of the date on the letter from the reviewer.

For the appeal meeting, the committee should form a panel to consider a reviewer’s appeal. The committee should follow the following steps:

1. A panel should be formed of at least three members of the committee. These three members should not have been involved in the decision to suspend the reviewer.

2. One member should serve as the panel Chair.

3. The reviewer will be given the opportunity to participate in the appeal process.

4. If the reviewer would like to appear before the panel, he or she should notify the AE not later than 14 days prior to the appeal date. If the reviewer does not notify the AE that he or she would like to appear, the panel will still convene and decide on the matter.

5. If the reviewer requests to have the appeal take place in person, the panel meeting should be scheduled at a location convenient to members of the panel but also take into consideration the location from which the reviewer is traveling.

6. The meeting information (for example, the date, location, and conference call number) should be communicated to the reviewer; the other AE, if applicable; and the panel members. If the reviewer is unable to attend or participate, the reviewer may request that the meeting be postponed for good cause. The postponement will be at the discretion of the panel and should be rescheduled at a date and location, if in person, that will be determined by the chair.

7. The reviewer may request a postponement for good cause. To be considered, any request must be received by the committee not later than 14 days prior to the date of the hearing. The presiding officer of the panel or the Chair, in the absence of a presiding officer, shall have the sole discretion regarding granting a postponement.

8. Supporting documentation from the reviewer must be received not later than 14 days prior to the appeal date in order for it to be considered by the panel.

9. The reviewer has the opportunity to present evidence and witnesses, if any, and be represented by counsel to support his or her position about why the action was inappropriate.

10. At the meeting, the panel should discuss the basis of the appeal, including the supporting documentation submitted by the reviewer.

11. If appearing in person or telephonically, the reviewer should have the ability to indicate why he or she believes that the action taken by the committee was inappropriate.

12. The reviewer and panel have the ability to ask questions of each party and their witnesses, if any.
13. Staff, if requested by the reviewer or AE to attend as an adviser, may be present and will only act as an adviser to the committee regarding the rules and guidance.

14. After hearing testimony, the panel should discuss the matter in private without the reviewer present to determine whether it should uphold the original action(s) of oversight.

15. The decision of the panel should be provided to the reviewer immediately following the panel’s decision. The reviewer should be informed that he or she has the right to appeal to the board. A written communication of the panel’s decision should be sent by common carrier (with proof of delivery) to the reviewer within three business days of the panel’s decision, regardless of whether the reviewer was notified verbally. The decision of the panel is effectively immediately.

The process is very important and should be conducted such that all parties have the opportunity to thoroughly discuss the matter prior to the decision of the panel.

A record of the appeal proceeding and summary of conclusions, either as minutes or a transcript, regardless if a party attends, should be maintained and, if requested, provided to those attending the appeal meeting. Copies of the minutes or transcript should be submitted to the board if the matter is referred to the board by either the committee or reviewer as an appeal request. The documentation related to this appeal will be taken into consideration by the board if the reviewer exercises his or her right to appeal to the board.

F. Initial Considerations by the Board When a Reviewer and Reviewing Firm Have a Limitation or Restriction

Temporary Suspension Letter Due to a Limitation or Restriction

Upon receipt of notification of a limitation or restriction placed upon a reviewer and reviewing firm, the AICPA must promptly notify the reviewer and firm that in accordance with the standards, beginning with the date of notification by a government or regulatory authority of the limitation or restriction, they are not qualified to perform peer reviews. Additionally, the board will temporarily suspended him, her, or it from performing peer reviews until the board’s further evaluation of the limitation or restriction. This evaluation will include the status of any reviews that the reviewer and firm is or was associated with since the date of notification by a government or regulatory authority. All AEs where the reviewer has performed or is scheduled to be performing peer reviews will be copied on the letter.

Staff will contact the reviewer and firm on a timely basis to discuss the limitation or restriction, related suspension, and effect on reviews that the reviewer and firm is associated with, beginning with the date of notification of the limitation or restriction from the government or regulatory authority. Discussions should include how each review will be treated or approached; the possible ramifications for the existence of a peer review report issued by an unqualified reviewer; and a suggestion that the reviewer and firm consult with their legal counsel and that if the reviewer and firm deem it appropriate, they should consider withdrawal of their peer review report(s). A representative of the affected AE should consider participating in these discussions. This communication with the reviewer should be documented.

G. Final Considerations by the Board When a Reviewer and Reviewing Firm Has a Limitation or Restriction Related to an Audit, Accounting, or Attest Practice

The board will delegate this responsibility to its Oversight Task Force (OTF) (or one of its other task forces, such as the NPRC for reviews administered by the NPRC) under the board’s direction. Staff, the OTF, the NPRC, and the board will work together to ensure that there is a timely response in accord with the particular matter.

The reviewer, reviewing firm, or AICPA technical staff may receive notification or knowledge of a limitation or restriction on a reviewer and firm when a review is in different stages. In these circumstances, the

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19 The National Peer Review Center (NPRC) possesses a unique knowledge base of the firms that it administers, a fair number of which have Securities and Exchange Commission clients or are larger sized, in turn making it more appropriate for it to address limitation or restriction issues within those firms under the oversight of the board, which will ensure the NPRC’s consistency with the principles of this guidance.
board will consider various factors in determining if the review should be rescheduled or overseen, other additional procedures should be performed, or a new review should be performed (see Interpretation No. 34-1).

A limitation or restriction may be imposed by a regulator for a set time period or permanently and may be related to a reviewer’s and firm’s performance over a period of time or a particular incident. Ordinarily, the board will consider whether to, at a minimum, suspend or disqualify a reviewer and firm for the same period of the limitation or restriction imposed by the regulator. Thus, if the reviewer and firm is permanently limited or restricted, then the reviewer and firm is permanently disqualified from performing reviews. Similarly, if the reviewer and firm is limited or restricted for a calendar year, then the reviewer and firm is disqualified from performing reviews during that calendar year. The board may determine, based on the circumstances, to suspend a reviewer and firm for a longer period of time or request the performance of remedial actions in addition to the disqualification.

The board’s evaluation will include the analysis of the status of any reviews that the reviewer and firm are or were associated with since the date of notification by a government or regulatory authority, regardless of their status.

Although the standards indicate that a reviewer and firm is not qualified to perform reviews if they have been limited or restricted, the board will make final determinations of the scope, applicability, and time frame of the disqualification and the effect on reviews scheduled to occur or that have occurred during the limitation or restriction period or reviews that have not yet been accepted, completed, and had their working paper retention period expire when the AICPA technical staff receives notification or knowledge of the limitation or restriction. The board should carefully read the full communication relating to the limitation or restriction; understand the scope, applicability, and time frame of the limitation or restriction; and consider and discuss the circumstances to determine its final decision on the matter. Factors that the board will consider include, but are not limited to, the following:

1. The type of peer review and the role of the peer reviewer for each preceding review
2. The date of notification to the reviewer and reviewing firm by a government or regulatory authority of the limitation or restriction in comparison with the date of notification from the reviewer and firm to the AICPA technical staff
3. Whether the reviewer and firm appropriately and timely notified the AICPA technical staff of the limitation or restriction, in compliance with the standards
4. Whether the reviewer and firm scheduled reviews without notifying the AICPA technical staff of such limitations or restrictions
5. Whether the limitation or restriction is related to a particular type of service (tax versus audit and attest or audits, reviews, or compilations); industry oversight; regulatory oversight, such as engagements falling under the purview of a particular regulator (for example, the Public Company Accounting Oversight Board [PCAOB]); or state board of accountancy oversight
6. Whether the limitation or restriction is permanent or indefinite in duration (that is, restricted from performing audits until the firm complies with some requirement, but the firm has chosen to no longer perform audits, so the limitation or restriction will always be there)
7. Whether the limitation or restriction is temporary
8. The history of qualification, performance, and noncooperation matters and any other information relevant to these matters.

Some of these factors may weigh more heavily in the board’s consideration than others, depending on the circumstances. For instance, if the PCAOB sanctioned a peer reviewer relating to his or her performance on various generally accepted auditing procedures on all of his firm’s Securities and Exchange Commission (SEC) engagements, it would weigh more heavily than if the sanction related to accounting for one item only typically seen on SEC engagements. Similarly, if a state board of accountancy restricted a licensee’s (reviewer’s) ability to perform audits in his or her state for one year, it would weigh more heavily than if it had suspended him or her from performing compilations until he or she obtained the appropriate individual or firm license to perform such engagements in that state. Lastly, if the reviewer and firm did not appropriately and timely notify the AICPA technical staff of the limitation or restriction, in compliance
with the standards, this will weigh heavily on the board’s decision because non-notification could demonstrate noncooperation with the program.

The board may decide, based on the preceding factors, that the suspension or permanent disqualification may apply to the role of the peer reviewer on the team (team captain or team member to review only a particular engagement or industry); to a particular type of service (for example, just audits) or industry(ies); or another type of work or peer review—system or engagement.

The board’s final decision about the effect of the limitation or restriction on the reviewer’s and firm’s qualifications must be made ordinarily within three weeks of the initial notification or communication to ensure a prompt response to the issue. The reviewer and firm will be notified of the details of the final decision, including, if applicable, its scope, applicability and time frame. The reviewer and firm will be notified that the final decision will apply to reviews administered by all AEs and that the reviewer and firm may appeal the decision by writing to the board explaining why they believe that the actions are unwarranted.

Based on the evidence submitted to the board, the board may decide, with or without committee recommendation, pursuant to guidance that it has established, to consider whether the reviewer and firm should be prohibited from performing reviews or whether some other action should be taken. If it is determined that the reviewer and firm should be restricted, the reviewer and firm will be sent a restriction letter.

Restriction Letter
The restriction letter

1. notifies the reviewer and firm that in accordance with the standards, beginning with the date of notification by a government or regulatory authority of the limitation or restriction, they were no longer qualified to schedule and perform peer reviews
2. notifies the reviewer and firm that the board has suspended him, her, or it from scheduling or performing peer reviews, or depending on the severity and timing of notification, the board may consider other actions that should be taken based upon the specific circumstances. These actions may include, but are not limited to, on-site oversight at the reviewer’s expense; permanent removal from the list of qualified peer reviewers; and depending upon the circumstances, referral to the AICPA’s Professional Ethics Division for violating the Code of Professional Conduct (see Interpretation No. 34-2).
3. will copy all affected AEs, and the reviewer and firm will be suspended in the peer review system until further notice.
4. notifies the reviewer and firm that the final decision will apply to reviews administered by all AEs and that the reviewer and firm may appeal the decision by writing to the board explaining why they believe that the actions are unwarranted.
5. offers the reviewer and firm the right to appeal this decision by writing to the board within 30 days of the date of the letter.

H. Appeal to Ad Hoc Committee

The reviewer and firm will have the ability to appeal the board’s decision. However, the board’s actions will remain in place during the appeal process. The party requesting the appeal shall bear the burden of convincing the ad hoc committee that there should be a change in the decision of the board. The ad hoc committee will review the facts and evidence of the matter and determine whether there is validity to the appeal. The reviewer and firm may appeal the board’s decision at a later point in time, if circumstances change, by writing to the board explaining why the reviewer and firm believe that the actions are unwarranted at that juncture. For instance, if the reviewer and firm were limited from practicing before the SEC and PCAOB, and the firm decides not to practice before the SEC and PCAOB in the future, they may decide not to pursue asking the SEC and PCAOB to lift the restriction. This would ordinarily result in a permanent disqualification from performing reviews, unless the reviewer and firm appealed to the board with other evidence of why they were otherwise qualified to perform reviews. If decided, the matter will be presented to a hearing panel.
I. Committee Considerations When a Reviewer and Firm Have a Restriction and Limitation

Because reviews performed by a reviewer and firm may be in different stages of completion when the reviewer and firm become restricted or limited, the following various scenarios should be considered by the committee when formalizing policies and procedures:

1. The scheduled review has not commenced. Within five business days of the reviewer and firm being notified by the AICPA of the temporary suspension or restriction letter or by the commencement date of a scheduled review, if earlier, the reviewer and firm must discuss the matter with the reviewed firm. The reviewer should either withdraw from the scheduled review or reschedule the commencement, including planning procedures, pending final board decision. Reviewers should keep in mind that their restriction or limitation is not ordinarily a valid reason for which an AE would grant an extension of the reviewed firm’s due date. If the reviewer fails to contact the reviewed firm, the AE may contact the reviewed firm to inform it that the reviewer will not be able to perform or continue to perform the firm’s review. No details or explanation of the reason should be provided to the firm. This should be left to the reviewer’s discretion to discuss with the firm if he or she chooses. Contacting the firm may not be necessary if the firm’s review is not scheduled to commence in the near future, and it is possible that the reviewer may no longer be restricted.

For instance, if the reviewer and firm is notified by the AICPA of their disqualification on May 1, and a review originally scheduled to commence May 15 is not rescheduled by May 7, the AE may inform the firm that “its reviewer cannot perform the review at this time, and if further information is required, please contact your peer reviewer.” The firm should be advised that it may need to hire a new reviewer and firm in order to meet the firm’s due date.

2. The scheduled review has commenced and is in process, in house, or accepted
   a. but the fieldwork is not complete. The committee should consider on-site or off-site oversight performed by a committee member, technical staff, or another qualified peer reviewer, possibly at the reviewer’s and firm’s expense.
   b. and fieldwork is complete, but working papers have not been received, or the review is in-house awaiting technical review. The committee should consider on-site or off-site oversight performed by a committee member, technical staff, or another qualified reviewer, possibly at the reviewer’s and firm’s expense. Although the review would have already been performed, the oversight can still be performed afterward with the cooperation of the reviewed firm in either providing or forwarding requested items to the person(s) performing the oversight.

If oversight is not performed, the committee should consider if the technical staff should perform a full technical review of all working papers related to the peer review. Technical staff should be aware of the limitation or restriction and its scope, applicability, and time frame and should perform their review with a higher degree of skepticism than with other reviews. They should carefully consider the effect of the limitation or restriction on the reviewer’s and firm’s ability to perform and report on the peer review and whether, based on their procedures and any other procedures performed, including oversight, they were able to overcome concerns over the reviewer’s and firm’s qualifications, considering the limitation or restriction. Technical staff should fully report on these procedures to the committee.

   c. and the review has been submitted for committee consideration. The committee should consider deferring the review until the technical staff has performed the procedures previously described in (b). Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

   d. and the review is accepted, but the acceptance letter has not been sent to the firm. The AE should discuss the matter with the Chair of the RAB or the committee Chair and consider whether the acceptance letter should be delayed and the review deferred until the procedures previously described in (b) are performed. Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.
3. The review is accepted, and the firm has been sent acceptance letter, and
   a. it is within the working paper retention period. The procedures previously described in (b) should be considered by the committee. Those procedures should be performed as soon as practicable so as not to harm the firm. Based on the results of these procedures, the committee should consider contacting staff to discuss the impact of the results. Staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.
   b. it is outside of the working paper retention period. The AE should contact staff to discuss the impact of the limitation or restriction. If it is apparent that the reviewer performed the review when he or she did not meet the qualifications, staff may consult with legal counsel. Based on the circumstances, the firm may be contacted to discuss the situation.

VI. Oversight at the Reviewer’s Expense

Throughout the guidance, it is suggested that a reviewer requiring oversight may need to pay for the oversight. An AE may require a reviewer to pay oversight costs after it has funded at least two oversights on that reviewer within two calendar years. If after two oversights paid by the AE, the reviewer needs continual oversight, the reviewer would be responsible for the costs associated with those additional oversights until it is determined by the committee or board that oversight is no longer required. If the reviewer refuses to pay for the additional oversights, he or she may be deemed as not cooperating with the committee or board.

In such situations, the AE should contact the reviewer to determine if there is a fee dispute. Once it is established that there is no fee dispute, the committee should submit the removal letter and include all supporting documentation. Such a referral should be supported by the AE’s peer review committee. A copy of the request should be submitted to the reviewer. The board may consider the need to remove the reviewer’s name from the list of qualified reviewers or some other action(s) based on the facts and circumstances.

Upon receipt of the removal letter and supporting documentation, the reviewer and AEs will be notified that a hearing panel will review the matter. The hearing panel should be assembled ordinarily within 60 days of the date on the removal letter. If not done within 60 days, this does not affect the actions of the panel. The matter will be scheduled to take place via telephone conference unless it is requested by the reviewer or AE to take place in person. If an in-person meeting is requested, the date and location will be determined based on the panel members’ availability. The Rules of Procedure for Peer Reviewers includes the following:
   a. The hearing panel will consist of five board members or a designee by the board Chair.
   b. The hearings will ordinarily be held via conference call or, upon request and at the discretion of the panel, in person.
   c. The reviewer and AE will be given the opportunity to participate in the appeal process.
   d. If the reviewer or AE would like to appear via conference call or in person, they must notify staff not later than 14 days prior to the hearing date of their desire to attend. If the reviewer or AE desires to appear in person before the hearing panel, and the board agrees to the request, the date and location of the hearing will be determined based on panel members’ availability.
   e. The reviewer or AE may request a postponement for good cause. To be considered, any request must be received by the board not later than 14 days prior to the date of the hearing. The presiding officer of the panel or the Chair, in the absence of a presiding officer, shall have the sole discretion regarding granting a postponement.
   f. If either the reviewer or AE does not advise staff that he, she, or it will attend the hearing, the hearing will proceed on the hearing date, even if neither party attends.
   g. Decisions of the hearing panel are effective immediately. Staff may call or e-mail the decision to the party that does not participate in the panel. A letter will be sent to the reviewer and AE via common carrier, which provides signed proof of delivery, indicating the decision of the hearing panel.

In accordance with the Rules of Procedure for Peer Reviewers, decisions made by a hearing panel are reviewable by an ad hoc committee if requested by the reviewer. The party requesting the appeal shall bear the burden of convincing the ad hoc committee that there should be a change in the decision of the hearing panel. The ad hoc committee will review the facts and evidence of the matter and determine whether there is validity to the appeal.
If the ad hoc committee agrees that the decision should be reviewed, it will be sent to a review panel of the board. Decisions of the review panel are final. *Rules of Procedures for Reviewers* outlining the procedures are available on www.aicpa.org.

**VII. Reviewer Monitoring Report**

PRISM will maintain a reviewer monitoring report to be shared with all AEs. Reviewers will be added to the report after the issuance of the first performance deficiency letter or any suspension letter. The purpose of this report is to provide a listing of reviewers that have been identified as having cooperation or performance issues. The AE may consider doing oversight on this reviewer. A reviewer on this report should not be prohibited from scheduling and performing reviews if he or she meets all the qualifications.

The reviewer monitoring report will list the following information:

- The AE that initially requested the reviewer be added to the reviewer monitoring report
- The reviewer’s name, firm, and member number
- The date of deficiency letter(s) or suspension letter(s)
- The AE that issued the letter(s)
- Deficiency type
- Reviewer status
- Restriction
- Whether the action was ratified by the board
- The date that the restriction was removed, if applicable

The reviewer monitoring report will be reviewed quarterly by the board to determine if other actions should be placed on the reviewer.

**VIII. AICPA Peer Review Board Hearings**

*Hearing Panels*

Hearings are designed to both *(a)* assist the hearing panels and review panels in assessing the facts on which to base a decision and *(b)* provide procedural fairness, thus providing reviewers the ability to defend themselves.

Hearings are ordinarily held for

1. appeals for ineligibility.
2. national ratification of a corrective action.
3. appeals of a committee decision.
4. reviewers not cooperating (for example, not signing the performance deficiency letter).
5. request for removal from the list of qualified reviewers.

Reviewers will receive a notice of hearing that will provide the details of the meeting and a copy of the *Rules of Procedure for Peer Reviewers*. Hearing panels and review panels will consist of board members or a designee by the board Chair. Hearings are ordinarily held via conference call or, upon request and at the discretion of the board, in person. Members of the AE committee or staff will be given the opportunity to participate on the call or, upon request and at the discretion of the board, in person before the hearing panel.

Decisions made as a result of a hearing panel are reviewable by an ad hoc committee if requested by the reviewer or AE. The party requesting the appeal shall bear the burden of convincing the ad hoc committee that there should be a change in the decision of the hearing panel. The ad hoc committee will review the facts and evidence of the matter and determine whether there is validity to the appeal. If the ad hoc committee agrees that the decision should be reviewed, it will be sent to a review panel of the board. Decisions of the review panel are final. *Rules of Procedures for Reviewers* outlining the procedures are available on www.aicpa.org.

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