

Quality Control & Peer Review Committee

Suggestions to make Peer Review Easier

Stage (Pre/During/Post Review)	What to Do
Pre	Use the AICPA Peer review checklists to assist with the firm's internal inspection.
Pre	Schedule the peer review early to ensure timely compliance with the firm's peer review deadline. If there are difficulties encountered, make sure a request for an extension is made timely to the Administering Entity, prior to the due date.
All	Assign an individual to coordinate/communicate with the review team. The individual should be knowledgeable of the firm's engagements/QC system and available to assist the team captain with getting the questions addressed and issues resolved.
All	Make sure the industry listed on your client's list that you give to your peer reviewer is correct. If not, it could cause more work and higher fees
All	If this is the firm's first peer review or if the firm has had deficiencies on its last peer review, contact a competent outside consultant familiar with the peer review process to assist with getting ready for the review. Do not go it alone.
Post Review	Make sure the firm follows through on any required corrective actions, and ensure they are completed timely.
Post Review	Provide timely responses to MFCs, FFCs and deficiencies noted in the review. Coordinate with the peer reviewer to ensure responses are comprehensive and adequately address the matters.