

## APPENDIX VII

### Steps in Peer Review

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1. Selection of Practice Unit to be Peer Reviewed on Random basis.
2. Intimation to Practice Unit impending Peer Review along with Questionnaire.
3. Return of Questionnaire within one month.
4. Panel of 3 suggested reviews be sent to Practice Unit.
5. Choice of Reviewers within 15 days to be intimated to Peer Review Board by Practice Unit.
6. Peer Reviewer be intimated of selection.
7. Consent of Peer Reviewer be received within 7 days.
8. Selection of Sample by the Peer Reviewer.
9. Intimation of sample to the Practice Unit two weeks in advance of visit by Peer Reviewer.
10. Fixation of date for onsite visit by Peer Reviewer after consultation with Practice Unit.
11. Onsite visit within 60 days from the date of Intimation to Peer Review about impending Peer Review.
12. Onsite review from one day to a maximum of three working days.
13. Initial meeting between the Peer Reviewer and sole proprietor/ partner of the Practice Unit so as to ensure accuracy of the responses to the Questionnaire.
14. Reviewer to carry out a compliance review of the General Controls and evaluate the degree of reliance to be placed on them.

15. Key control areas to be considered – Independence; Maintenance of Professional Skills and standards; Outside consultation; Staff supervision and Development; Office Administration.
  16. Review of Records by the Reviewer on Compliance Approach/ Substantive Approach.
  17. Preliminary Report of Reviewer to the Practice Unit reporting deficiencies in systems and procedures.
  18. Practice Unit may make submissions or representations in writing to the Peer Reviewer within 21 days from the date of receipt of the Preliminary Report.
  19. Interim Report by the Reviewer to the Peer Review Board based on his observations and the responses received from the Practice Unit.
  20. Peer Reviewer may conduct a review of attestation services again after a period of six months if so directed by the Peer Review Board.
  21. Peer Review Board may issue instructions to the Practice Unit regarding the application by it of Technical Standards (compliance review within six months).
  22. Peer Reviewer to issue Final Report to the Board incorporating the findings as discussed with the Practice Unit.
  23. Issue of Peer Review Certificate to the Practice Unit by the Peer Review Board.
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