

# SOC 1 REPORT CHECKLIST

SOC 1 Reports provides coverage over management's assessment and the overall design of controls at a specific point in time. It specifies if the proper controls are in place and if the control processes are properly designed to achieve their purpose.

1

## REVIEW SOC 1 REPORT FOR THE FOLLOWING:

- ✓ The SOC Report exists
- ✓ Report is a SOC 1, Type 2 report
- ✓ Report scope is appropriate and covers services provided by your service provider. Ensure key services, processes are not excluded
- ✓ The report covers an adequate period of time
- ✓ Is report unqualified? Read the Opinion Letter to determine whether the report opinion is "qualified"
- ✓ Make sure the service auditor credentials are adequate. This may take some research on the web or checking of auditor references if information is not easily available
- ✓ Report covers all key controls performed by the service organization (including IT general controls)
- ✓ Report contains Complementary User Entity Controls (CUECs) that apply to your company
- ✓ Sub-service organizations (SSOs) – SSO may need to be evaluated if they perform your key controls
- ✓ If key reports are used, does the SOC address completeness and accuracy of those reports?

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## EVALUATE FINDINGS FROM THE SOC 1 REPORT AND ASSESS THEIR IMPACT ON USER ORGANIZATION

3

## PERFORM MAPPING OF CUEC'S TO USER'S KEY CONTROLS, WHERE APPLICABLE, TO ENSURE COVERAGE

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## OBTAIN AND REVIEW BRIDGE LETTER

### READY TO GET STARTED?

CONTACT US TO LEARN HOW WE CAN HELP YOU ACHIEVE YOUR BUSINESS GOALS.

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