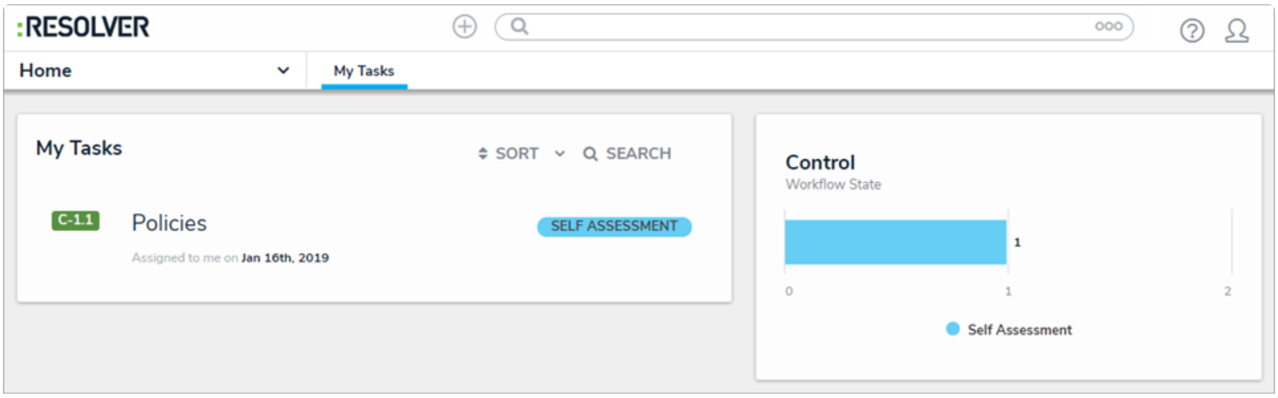
Assess a Control

Last Modified on 03/05/2021 5:54 pm EST

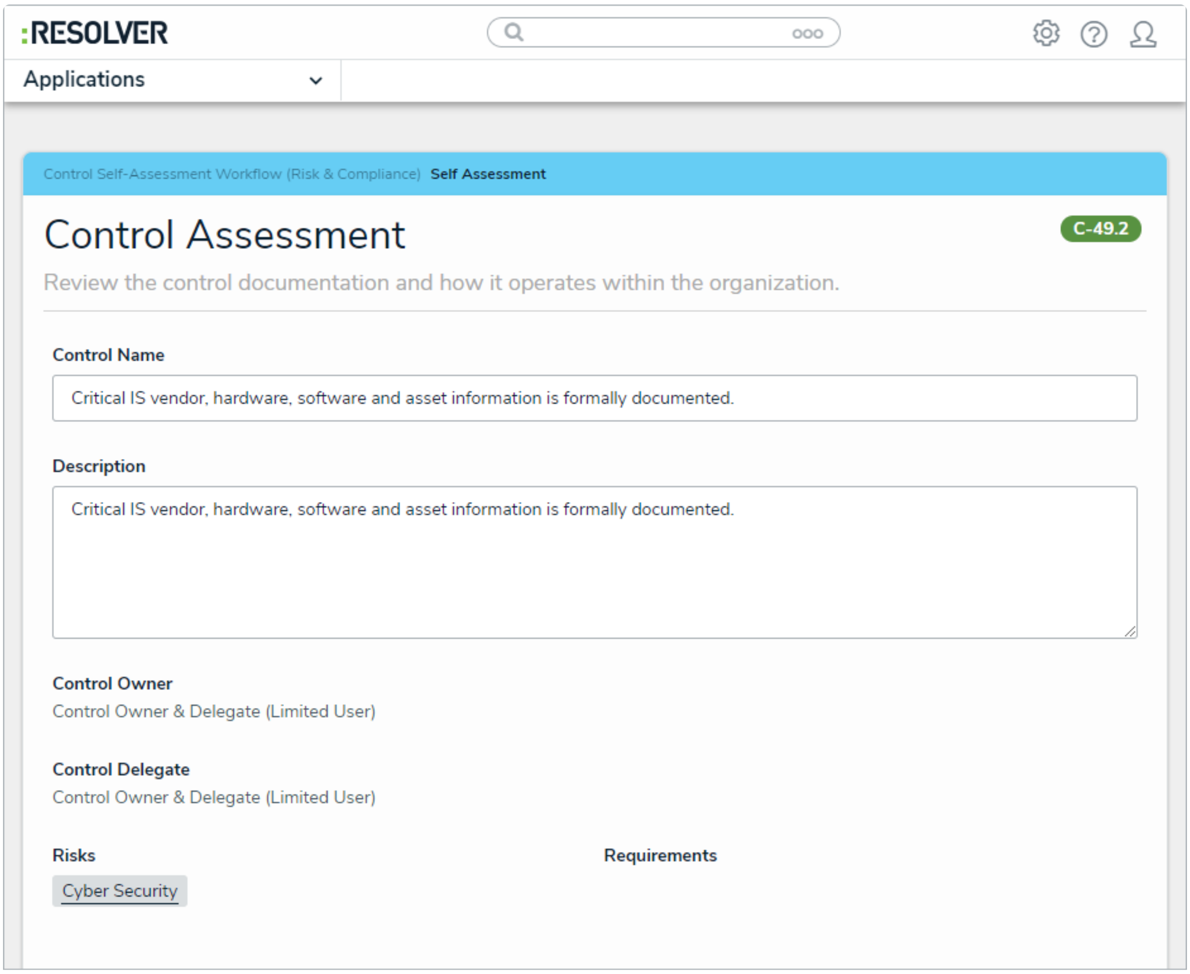
Control owners and their delegates are responsible for reviewing controls to ensure the control documentation meets their organization's needs. Controls are assigned to a requirement, which is then assigned to the Control Owner. All controls that require action from the Control Owner appear on the My Tasks page.



A control assigned to the Control Owner on the My Tasks page.

To review a control:

1. Log into a user account that's been added to the **Control Owner & Delegate** user group to display the **My Tasks** page.
2. Click a control to open the **Control Assessment** form.

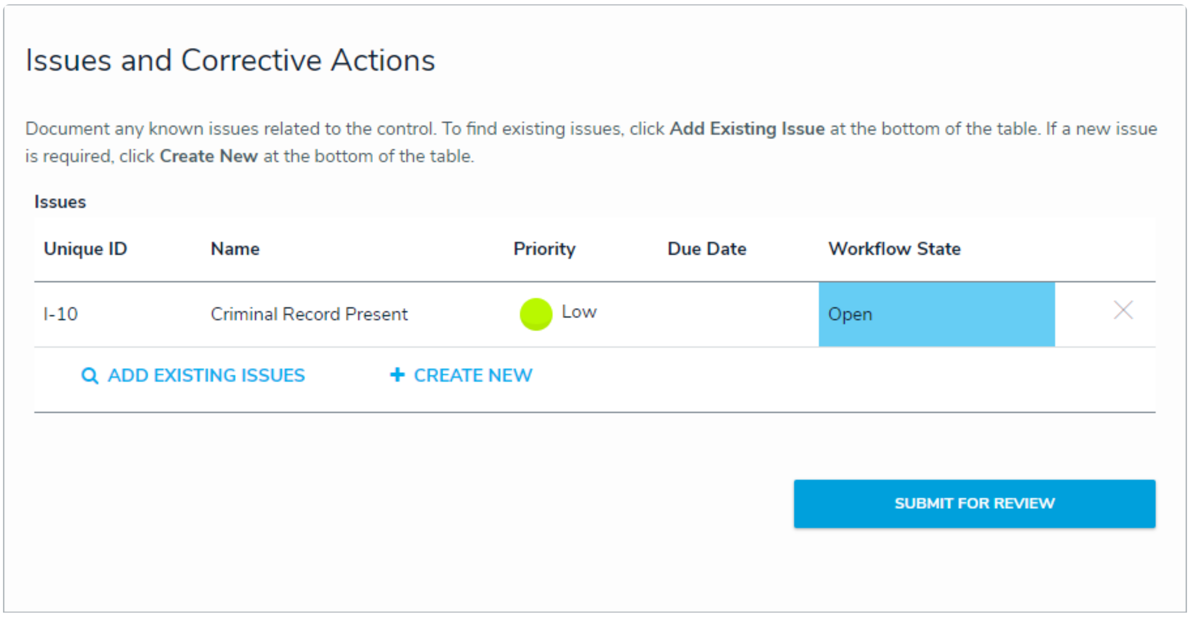


The Control Assessment form.

3. **Optional**: Edit the **Control Name** or **Description** fields.
4. Select a control automation option in the **Automated Control** dropdown.
5. Select the frequency of the control in the **Frequency** dropdown.
6. Select the appropriate option to describe the control in the **Key Control** dropdown.
7. Select whether the control is Preventive or Detective in the **Prevent or Detect** dropdown.
8. Drag or browse for a file in the **Supporting Attachments** field. Files can be up to 100 MB in size. Most files types are accepted, however, you cannot upload files with the following extensions:
    - .bat
    - .exe
    - .gif
    - .sh
    - .dll
    - .com
9. Click **Add Existing Policies** under the **Policies** table. Begin typing keywords in the search bar and click **+ Add** next to the desired policy.
10. Select an option that describes the effectiveness of the control in the **Control Self**

Assessment dropdown.

11. **Optional**: In the **Issues and Corrective Actions** section, click **Add Existing Issues**. Begin typing keywords in the search bar and click **+ Add** next to the desired issue.



The Issues and Corrective Actions section.

12. Click **Submit for Review** to return the control to the risk team for review. If the risk team finds the control requires further remediation, they may send it back to the control owner.