

Perform a Control Self-Assessment

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Control Owners and their Delegates are responsible for assessing Controls to ensure the Control documentation meets their organization's needs. Controls are linked to a Risk then assigned to a Control Owner. All Controls that require actions from the Control Owner appear on the My Tasks page.

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Home	~	My Tasks						
My Tasks	5		¢ SORT ∽ Q SEARCH	Con	trol Row State			
C-1.1	Policies Assigned to me on Jan 16th, 2	019	SELF ASSESSMENT			1		
				0 1 2 Self Assessment				

A control assigned to the control owner on the My Tasks page.

To Perform a Control Self-Assessment:

- Log into a user account from the Control Owner and Delegate User Group to display the My Tasks page.
- 2. Click a Control to open the **Control** form.

Reviev	ws the Pro	oposal for Pa	ayment	Rep	ort		C-46.4 S	ELF ASSESSMENT \	•••
Details	Assessments	Relationship Graph	History	Com	munications				
Control	Details		Control Attr	ibutes	Policies				
your co the co	m a control self-asse ontrol, including an e ntrol effectiveness a nenting any necessar s.	evaluation of nd			nks to support		organization. Provide a Automated Contro	, ,	
Descri	ption accounts payable su	IDervisor			, nt or Detect		Key Control		
revie	ews the Proposal for ort weekly for unusu	Payment		Dete	ective	~	Key	~	
				Suppo	orting Attachmo	ents			
Business Unit				Drag files here or click to select					
	d Services				Cli		or veb link to a file		
Contro	ol Owner								

- 3. Optional: Edit the Control Name or Description fields.
- 4. Select a Control type 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.
- Select an option that describes the effectiveness of the Control in the Control Self-Assessment dropdown.
- Optional: In the Issues & Actions section, click Add Existing Issues. Begin typing keywords in the search bar and click + Add next to the desired Issue.

ntrol Effectiveness	Issues &	Issues & Actions		ending	
Document any know ssue at the bottom the table. ssues					-
Name	Unique ID	Priority	Due Date	Workflow State	
No oversight and	I-2	e High	February 1, 2019	Review	X
review					

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.