



ITEM ID: 2023-396-0

TRANSMITTAL DATE: January 19, 2024

MEETING DATE: January 26, 2024

TO: Board of Directors

FROM: Elisabeth Lazuardi, Director, Audit

SUBJECT: Performance Audit: Contractors' Physical Access Deactivation (2024-05-IA)

Issue

The Internal Audit Department (Internal Audit) completed the Performance Audit: *Contractors' Physical Access Deactivation (2024-05-IA)*.

Recommendation

Receive and file.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Safety is Foundational:** We will stay on the leading edge by deploying new technologies and processes to enhance the safety and security of our riders, our fellow employees, and the communities we serve. (Include a sentence or two that explains how.) Through the audit of physical access and deactivation, improvement will be implemented through corrective actions addressing areas of deficiencies.

Background

This audit was included in the FY 2024 Internal Audit Annual Plan approved by the Board of Directors on July 28, 2023. The audit report is attached.

Discussion

The objectives of the audit were to evaluate the effectiveness of the process for deactivating physical access for inactive consultants. There were five (5) findings and the respective recommendations in the audit report. Management agreed with the findings and recommendations and developed corrective action plans.

Next Steps

Internal Audit will track the progress of the corrective actions developed by the management.

Prepared by: Claudia Casasola, Auditor II

Approved by: Elisabeth Lazuardi, Director, Audit

Attachment(s)

[Attachment A - Final Report - 2024-05-IA Contractors' Physical Access Deactivation Audit](#)