Caltech

Institute Compliance Program

Compliance Assessment Process

Risks

Gaps

Regulations

Training

Policy

Procedures

Monitoring

Metrics

5 Year Plan

A major component of the ICP is the risk-ranked five year plan (Plan) and associated compliance assessments at Campus and JPL. The Plan captures key components of the compliance universe and emphasizes compliance areas of focus at both Campus and JPL. At least once a year we revisit the risk rankings for each compliance area to determine whether we need to re prioritize our compliance assessment effort.

Compliance Assessment

ASIC partners with management responsible for key risk areas to complete a compliance assessment. ASIC's objective for each compliance assessment is to understand, assess, and document management's awareness of external requirements and to verify that management is monitoring risks, has documented policies and procedures, and has obtained or provided necessary training. When performing each compliance assessment, ASIC verifies that key management controls are implemented and operating as intended.

Ongoing Management Actions

As part of the assessment, we may identify potential gaps in compliance controls and follow-up to ensure these gaps are adequately addressed by management.

Follow Up

We have developed a formal tracking process to ensure that any observations (ongoing management actions) identified during our compliance assessments are tracked until they are adequately addressed by management. We interface with management when corrective action is due and physically observe the condition or review materials to ensure adequate closure of corrective actions.