



External Assessor QA Checklist
(applicable for all HITRUST validated assessment types)

#	Procedure	Sign-off	
		Engagement Executive	QA Reviewer
1	All assessor criteria defined in Chapter 3.2 of the Assessment Handbook have been met.		
2	All independence criteria in Chapter 3.3 of the Assessment Handbook have been met.		
3	All pre-assessment webforms were documented in accordance with the criteria defined in Chapter 6 of the Assessment Handbook and reviewed by the External Assessor.		N/A
4	The External Assessor applied the expected testing activities to the full scope of the assessment documented in MyCSF (including testing of third-party service providers, when applicable) according to the criteria defined in Chapter 7.2 of the Assessment Handbook.		
5	All evaluative elements for each requirement statement were tested using the HITRUST illustrative procedures as a minimum baseline as specified in criteria 8.1.1 and 8.1.2 of the Assessment Handbook (unless an alternative testing approach was previously approved by HITRUST).		
6	Not Applicable (N/A) scoring and the corresponding rationale were documented in accordance with Chapter 8.3 of the Assessment Handbook.		
7	The External Assessor utilized the HITRUST PRISMA Maturity Scoring Model criteria defined in Chapters 9 and 10 of the Assessment Handbook to validate assessment scoring.		N/A
8	The Test Plan is documented in accordance with the criteria defined in Chapter 11.2 of the Assessment Handbook.		N/A
9	All testing was performed within the 90-day fieldwork period as defined in criteria 11.2.5 of the Assessment Handbook.		
10	All tested items meet the incubation period criteria defined in 11.2.8 through 11.2.10 of the Assessment Handbook.		N/A
11	All workpapers have been reviewed by appropriate team members and documented according to the criteria defined in Chapter 11.3 of the Assessment Handbook.		
12	All sample-based testing was performed in accordance with the criteria defined in Chapter 11.4 of the Assessment Handbook.		N/A
13	Testing exceptions, if any, were appropriately documented according to the criteria defined in Chapter 11.5 of the Assessment Handbook.		N/A
14	All third-party service providers in scope of the assessment, if any, were tested in accordance with the criteria defined in Chapter 12 of the Assessment Handbook.		
15	The timesheet was documented in accordance with the criteria defined in Chapter 13.6 of the Assessment Handbook, including accurately reflecting the roles on the engagement and hours spent performing scoring validation.		N/A