

[Name of practice]

AML compliance monitoring checklist

Checklist completed by	[Name]
Date completed	[Date]
Approved by	[AML Compliance Officer / senior management]
Date approved	[Date]

If the practice is large or has a complex structure, the annual AML compliance review may be performed by an independent audit function. Sufficient resources must be made available for this annual compliance review.

	Action	Y/N	Initials	Comments
<i>Practice-wide considerations</i>				
1	Consider, and update as necessary, the suite of AML policies, using the control document. (A formal review of each policy must take place every [three] years, or more frequently where a need is identified.)			
2	Review 'Roles and recognitions' document, and ensure ...			
3				
4				
5				
5i				
5ii				
<i>Employees (including BOOMs)</i>				
6	Complete the 'Employees compliance checklist', and record any actions arising			
7	Complete the 'BOOMs compliance checklist', and ...			
8				
9				
10				

Clients				
11	Review a sample of current client files (including trusteeships). The sample must cover ...			
11i				
11ii				
11iii				
Transactions and suspicions				
12	Review any internal reports of suspicious activity, and ...			
13				
13i				
13ii				

14	Ensure any action points from the previous compliance review have been identified and acted upon			
15	Schedule the next AML compliance review, and ...			
16				
