Audit Findings and Observations

Issues, Risks, and Recommendations

REPORT INFORMATION

Company Name	
Audit Period	
Audit Reference No.	
Process / Area Audited	
Prepared By	
Report Date	

FINDINGS REGISTER

Issue ID	Area	Issue Description	Risk Level	Root Cause	Recommendation	Action Owner	Status
F-001			High				Open
F-002			Medium				In Progress
F-003			Low				Closed
F-004			High				Open
F-005			Medium				In Progress
F-006			Low				Open

RISK SUMMARY

Risk Level	No. of Findings	% of Total	Priority Action

High	%	Immediate remediation required
Medium	%	Remediation within 30 days
Low	%	Remediation within 90 days
Total	100%	

OBSERVATIONS & RECOMMENDATIONS

Summary of Key Observations:
1.
2.
3.

SIGNATURE & APPROVAL

Prepared By	Reviewed By	Approved By
Name: _______________	Name: _______________	Name: _______________
Title: _______________	Title: _______________	Title: _______________
Date: ________________	Date: ________________	Date: ________________
Signature: ___________	Signature: ___________	Signature: ___________