



Internal Audit Report

Operational and Control Review

REPORT INFORMATION

Company Name

Department / Business Unit

Audit Period

Audit Reference No.

Lead Auditor

Report Date

AUDIT OBJECTIVE & SCOPE

Item	Detail
Audit Objective	
Scope of Audit	
Audit Criteria / Standards	
Processes Reviewed	
Exclusions	

AUDIT FINDINGS

Finding No.	Area	Control Weakness / Issue	Risk Level	Recommendation
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F-001

High / Medium / Low

F-002

High / Medium / Low

F-003

High / Medium / Low

F-004

High / Medium / Low

F-005

High / Medium / Low

MANAGEMENT RESPONSE

Finding No.

Management
Response

Action Plan

Target Date

Owner

F-001

F-002

F-003

CONCLUSION

Overall Audit Conclusion:

SIGNATURE & APPROVAL

Prepared By

Reviewed By

Approved By

Name: _____

Name: _____

Name: _____

Title: _____

Title: _____

Title: _____

Date: _____

Date: _____

Date: _____

Signature: _____

Signature: _____

Signature: _____