

Audit Report Template

Report Title: _____

Audit Date: _____

Auditor(s): _____

Department/Area: _____

1. Summary of Audit

Provide a brief summary of the audit scope, objectives, and key findings.

2. Detailed Audit Findings

#	Finding/Issue Description	Risk/Impact	Auditor's Recommendation	Reference
1				
2				

3. Corrective Action Plan Tracking

#	Corrective Action	Responsible Person	Target Date	Status	Follow-up/Comments
1				Not Started ▾	
2				Not Started ▾	

4. Management Response

Include management feedback on the report and corrective action plans.

5. Sign-Off

Auditor: _____ Date: _____

Management Representative: _____ Date: _____