

# 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: \_\_\_\_\_