

Operational Process Audit Report

This **operational process audit report template** provides a structured format to evaluate business processes systematically. It includes comprehensive risk assessment sections to identify potential vulnerabilities and ensure compliance. Utilizing this template enhances organizational efficiency and supports informed decision-making.

1. Audit Overview

Process Name	
Audit Date	
Auditor(s)	
Department	
Scope of Audit	
Objectives	

2. Process Description

3. Risk Assessment

Risk Description	Likelihood	Impact	Risk Rating	Existing Controls	Recommendations

4. Audit Findings

Finding	Impact	Recommendation	Responsible Person	Deadline

5. Conclusion

Approval & Acknowledgement

Name	Title	Date	Signature

End of Report