

Departmental Operations Audit Checklist

Department: _____

Auditor(s): _____

Date: _____

Location: _____

Audit Period: _____

Checklist

Area	Audit Item	Yes	No
Policies & Procedures	Are current policies and SOPs documented and accessible?	â~	â~
Staff Training	Have all team members received required operational training?	â~	â~
Record Keeping	Are records maintained, accurate, and up-to-date?	â~	â~
Financial Management	Are expenditures and approvals properly documented?	â~	â~
Asset Management	Is there an up-to-date inventory of departmental assets?	â~	â~
Health & Safety	Are health and safety protocols being followed?	â~	â~
Compliance	Is the department compliant with relevant regulations?	â~	â~
Communication	Are there regular team meetings and updates?	â~	â~
Risk Management	Are risks identified and mitigation plans in place?	â~	â~
Continuous Improvement	Is feedback from audits acted upon and monitored?	â~	â~

Observations & Recommendations

Important Notes

- This checklist serves as a tool to facilitate standardized departmental audits.
- Regular audits help identify gaps, ensure compliance, and promote process improvements.

- Customization may be needed to address department-specific requirements.
- Documentation of evidence and follow-up on recommendations are critical for audit effectiveness.
- All audit findings should be communicated transparently to relevant stakeholders.