

Standardized Audit Observation Report

Audit Details

Audit Title	Compliance Assessment of Department XYZ
Date of Audit	2024-06-15
Auditor(s)	Jane Doe, John Smith
Location	Main Office
Report Reference	AR-2024-076

Observation Summary

#	Observation	Risk/Impact	Recommendation	Responsible Party	Target Date
1	Incomplete documentation of employee training records.	Non-compliance with policy; potential regulatory penalties.	Implement a periodic review of all training records and ensure documentation is up-to-date.	HR Manager	2024-07-15
2	Access privileges not reviewed on a regular basis.	Unauthorized access risk and data breaches.	Establish quarterly access review controls and maintain logs of all reviews.	IT Security Lead	2024-08-01

Auditor's Conclusion

The audit identified areas requiring improvement to ensure compliance with internal policies and external regulations. Timely remediation of these findings is recommended to minimize potential risks.

Management Response (if applicable)

Management acknowledges the observations and is committed to addressing identified issues within the stipulated timeline.

Important Notes:

- This document is intended for internal use and management review.
- Recommendations should be tracked until full resolution and closure.
- Supporting evidence and detailed action plans may be attached as appendices.
- Accuracy and completeness of this report are the responsibility of both the auditor and responsible management.