

Audit Completion Checklist

Audit Title:		Date:	
Audit Ref. No.:		Location:	
Lead Auditor:		Team Members:	

Checklist Items

No.	Task / Criteria	Completed (Y/N)	Remarks
1	All audit procedures performed as per plan		
2	Working papers reviewed and signed		
3	Findings and issues documented		
4	Management responses obtained		
5	Final audit report prepared		
6	Evidence of follow-up actions		
7	Sign-off by Lead Auditor		

Reviewed by:		Signature:	
Date:		Remarks:	

Important Notes

- This checklist helps ensure all key audit activities are completed and documented.
- It serves as evidence of audit completion and due diligence.
- Signatures are required as proof of review and accountability.
- Customize checklist items based on audit scope and organizational requirements.
- The checklist should be filed with final audit documentation for future reference.