

Audit Findings Summary Sheet

Audit Title	_____	Audit Date	_____
Auditee/Department	_____	Auditor(s)	_____

Summary of Findings

No.	Finding	Criteria	Impact/Risk	Recommendation	Management Response/Action Plan
1	Finding sample description goes here.	Describe criterion or requirement.	Potential impact or risk.	Recommended corrective action.	Response and action to be taken.
2	Finding sample description goes here.	Describe criterion or requirement.	Potential impact or risk.	Recommended corrective action.	Response and action to be taken.

Conclusion

Prepared by:

Name: _____ Date: _____

Important Notes:

- This summary sheet should be reviewed and updated regularly during the audit process.
- All findings should be clearly documented with objective evidence.
- Recommendations should be practical, actionable, and time-bound wherever possible.
- Management responses and action plans are critical for closing audit findings.
- Confidentiality of audit findings should be maintained as per organizational policy.