

Summary Report for Audit Observations

General Information

Report Title	Audit Observations Summary
Audited Department/Area	_____
Audit Period	_____
Report Reference No.	_____
Date of Report	_____
Prepared By	_____

Summary of Audit Observations

No.	Observation	Risk/Impact	Recommendation	Responsible Person	Target Date	Status
1	Example observation goes here.	Example risk/impact description.	Proposed recommendation for improvement.	Name/Position	YYYY-MM-DD	Open/C
2	_____	_____	_____	_____	_____	_____

Conclusion

The above audit observations summarize key findings during the audit period. Management is advised to address all open issues promptly to mitigate risks and improve operational effectiveness.

Important Notes:

- This document serves as an official record of observed issues and recommendations during the audit process.
- Timely action on the recommendations is essential for risk mitigation and continuous improvement.
- All information should be accurate and verified before report submission.
- Status updates and follow-up should be documented regularly.
- Confidentiality of audit reports must be maintained at all times.