

Audit Completion Checklist

Audit Title: _____

Client: _____

Date: ____ / ____ / ____

Lead Auditor: _____

1. PLANNING SECTION

Checklist Item	Completed (Y/N)	Comments
Audit objectives established		
Scope of audit defined		
Risk assessment conducted		
Audit team assigned		

2. FIELDWORK SECTION

Checklist Item	Completed (Y/N)	Comments
Evidence gathering procedures performed		
Interviews conducted		
Control testing performed		
Findings documented		

3. REPORTING SECTION

Checklist Item	Completed (Y/N)	Comments
Draft report prepared		
Management comments collected		
Final report issued		
Report distributed to stakeholders		

4. FOLLOW-UP SECTION

Checklist Item	Completed (Y/N)	Comments
Action plans developed		
Implementation monitored		
Follow-up report prepared (if required)		

Important Notes

- This checklist should be completed and retained for each audit engagement.
- All sections must be reviewed before the audit is formally closed.

- Document any issues or exceptions in the comments field for future reference.
- Regular review of completed checklists supports compliance with audit standards and internal policies.