

Operational Internal Control Review Checklist

Department: _____
Reviewer(s): _____
Date: _____

Checklist

Control Activity	Description	Yes	No	Comments
Segregation of Duties	Are responsibilities adequately separated to prevent unauthorized activities?			
Authorization	Are all transactions properly authorized and documented?			
Reconciliation	Are account reconciliations performed regularly and reviewed?			
Physical Security	Are assets (cash, inventory, data) physically secured against loss?			
Access Controls	Are system and data access restricted to authorized users only?			
Documented Procedures	Are formal procedures for critical processes documented and followed?			
Monitoring	Are internal controls monitored and deficiencies addressed promptly?			
Training	Have staff received adequate training on internal controls and procedures?			

Important Notes

- This checklist should be reviewed and updated regularly as business processes change.
- Document any identified issues and develop action plans for remediation.
- Use this checklist as a part of continuous improvement for operational efficiency and risk mitigation.
- Ensure that all reviews are documented and retained for audit purposes.