

Audit Program Checklist

Audit Title: _____ **Audit Date:** _____
Audit Team: _____ **Department:** _____
Prepared By: _____ **Approved By:** _____

Scope & Objectives

Audit Program Checklist

No.	Audit Step / Procedure	Responsible	Reference/Criteria	Status
1	Obtain and review relevant policies and procedures.	_____	Policy Manual	â˜
2	Interview departmental staff regarding processes.	_____	Interview notes	â˜
3	Test transactions for compliance and accuracy.	_____	Transaction Records	â˜
4	Document findings and discuss with management.	_____	Findings Report	â˜
5	Prepare audit report with recommendations.	_____	Audit Template	â˜

Findings & Observations

Recommendations

Important Notes

- This checklist should be tailored to the specific audit objectives and risks.
- All steps and documentation must be verified and approved by the audit lead.
- Maintain supporting evidence for all procedures performed.
- Update the checklist regularly to reflect changes in policies and procedures.
- Confidentiality of audit information must be preserved at all times.