

Checklist Template: Audit Program for Specific Audit Area

Audit Information

Audit Area	[Enter Audit Area]
Department	[Enter Department]
Period Covered	[Enter Period]
Auditor(s)	[Enter Name(s)]
Date of Audit	[Enter Date]

Objectives

- [State the first audit objective]
- [State the second audit objective]
- [State additional objectives as applicable]

Scope

- [Briefly describe the coverage of the audit]
- [Specify inclusions and exclusions if any]

Checklist of Audit Procedures

No.	Audit Procedure/Step	Reference	Done (âœ”/âœ˜)	Remarks
1	[Describe audit procedure 1]	[Reference/Supporting Doc]		
2	[Describe audit procedure 2]	[Reference/Supporting Doc]		
3	[Describe audit procedure 3]	[Reference/Supporting Doc]		

Findings/Observations

- [Key finding or observation 1]
- [Key finding or observation 2]
- [Add more as needed]

Conclusion and Recommendations

- [Conclusion statement]
- [Recommendation 1]
- [Recommendation 2]

Important Notes

- This template should be customized according to the specific audit area and organizational requirements.
- Clearly document the procedures performed and evidence obtained to support audit findings.
- Use this checklist to promote consistency and thoroughness in audit execution.
- Review and update the checklist regularly to reflect changes in standards or internal processes.