

# Standardized Control Testing Sheet

Audit Name: \_\_\_\_\_

Process/Area: \_\_\_\_\_

Control Reference No.: \_\_\_\_\_

Control Description: \_\_\_\_\_

Control Owner: \_\_\_\_\_

Testing Period: \_\_\_\_\_

Auditor(s): \_\_\_\_\_

Date of Testing: \_\_\_\_\_

## Testing Steps & Evaluation

No.	Step/Procedure	Evidence Collected	Sample Size	Test Result	Auditor's Comments
1					
2					
3					

## Conclusion

Overall Assessment: \_\_\_\_\_

Exceptions/Findings: \_\_\_\_\_

Remediation Recommendation: \_\_\_\_\_

## Sign-off

Auditor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes

- This sheet documents the auditor's procedures, evidence, and conclusions for each control tested.
- All evidence referenced should be retained and properly indexed.
- Any exception or deviation must be clearly described along with supporting details.
- Ensure controls are tested over the defined period and sample size is adequate.
- Signatures by both the auditor and reviewer are mandatory for completion.