

Operational Audit Report

Organization Name: _____

Date of Audit: _____

Prepared by: _____

Department/Unit Audited: _____

Period Covered: _____

1. Executive Summary

Brief overview of audit objectives, key findings, and high-level recommendations.

2. Objectives & Scope

- Purpose of the operational audit
- Processes/functions reviewed
- Boundaries and limitations

3. Audit Methodology

- Data collection methods (e.g., interviews, document review, observation)
- Sampling technique, if any

4. Findings & Observations

#	Observation/Issue	Risk/Impact	Recommendation
1	[Describe main observation]	[Describe risk/impact]	[Action recommended]
2	[Describe main observation]	[Describe risk/impact]	[Action recommended]

5. Root Cause Analysis

- Discuss underlying causes for significant findings.
- Include systemic or process issues, if applicable.

6. Management Response & Action Plan

Management Response	Responsibility	Target Completion
[Response to findings and proposed actions]	[Responsible person/department]	[Due date]

7. Conclusion

Summary of overall assessment and next steps.

8. Appendices

- Supporting documents
- Detailed data or audit instruments

Important Notes:

- This template should be customized to fit the specific operational area being audited.
- Ensure clear, concise, and evidence-based findings and recommendations.

- All management responses and action plans should be agreed upon before finalizing the report.
- Confidentiality of audit results must be maintained according to organizational policy.