

# Departmental Compliance Assessment Template

## Department Information

### Department Name

Enter department name

### Assessor Name & Title

Enter assessor's name and title

### Assessment Date

## Compliance Areas Assessment

Area/Control	Status (Compliant/Non-Compliant/Partially Compliant)	Evidence/Notes	Action Required
Policy Adherence			
Records Management			
Data Security Practices			
Training & Awareness			
Incident Reporting			

## Summary of Findings

Summarize the findings of the assessment...

## Recommended Actions

List the recommended actions to address any identified issues...

## Responsible Persons

Action	Responsible Person	Deadline

## Important Notes

- This template serves as a standardized tool for assessing departmental compliance with relevant policies and regulations.
- Evidence should be documented to justify each compliance status.
- Areas of non-compliance should have clear, assigned actions and deadlines for remediation.
- Regular review and updates to the assessment ensure ongoing compliance and improvement.
- All findings should be treated as confidential and shared only with authorized personnel.

