

Compliance Assessment Scoring Sheet

Assessment Details

Assessment Title	Sample Compliance Check
Department	Operations
Date	2024-06-01
Assessor(s)	Jane Smith, John Doe

Scoring Criteria

Criteria	Weight (%)	Score (0-5)	Comments
Policy Adherence	25	4	Minor deviation found
Record Keeping	20	5	All records in order
Training & Awareness	15	3	Additional training needed
Incident Management	20	4	Prompt logging and response
Reporting & Communication	20	5	Clear and regular reports
Total Score	100	4.2	

Summary & Recommendations

Overall Compliance Level	Satisfactory
Strengths	Record keeping and timely reporting
Areas for Improvement	Increase training frequency and awareness sessions

Important Notes

- This document serves as evidence of compliance assessment and scoring.
- Scoring should be carried out objectively and supported with verifiable evidence.
- Regular reviews of this document help improve overall compliance performance.
- Keep this sheet securely stored for audit and follow-up.