

Internal Audit Review Summary

Audit Title

[Enter title here]

Audit No./Ref

[Enter reference number]

Date

[DD/MM/YYYY]

Audited Department/Process

[Enter department or process]

Auditor(s)

[Name(s) of auditor(s)]

Auditee(s)

[Name(s) of auditee(s)]

Audit Objectives

[Brief description of audit objectives]

Scope of Audit

[List of areas/processes reviewed]

Summary of Findings

No.	Observation/Findings	Risk/Impact	Recommendation	Responsibility	Target Date
1.	[Description of issue]	[Potential risk or impact]	[Recommended action]	[Person/Role]	[DD/MM/YYYY]
2.	[Description of issue]	[Potential risk or impact]	[Recommended action]	[Person/Role]	[DD/MM/YYYY]

Conclusion

[Summary or conclusion of audit review]

Important Notes

- This summary provides a concise overview of the audit process, key findings, and recommendations.
- Timely closure of action items is critical for addressing identified risks.
- The document should be reviewed and acknowledged by concerned parties.
- Supporting evidence and detailed reports should be maintained separately.
- Sensitive findings may be subject to restricted distribution.