# AUDIT
# Audit Report

| Audit Ref: | | Audit Group: | Directorate/Contractor |
|---|---|---|---|
| Date: | Date audit report issued | | |
| Audit Title: | Title | | |
| Document Number: | eB Number | | |

## 1.0    Audit Scope

The objective of the audit was to review the arrangements for the management of:

- Topic 1

- Topic 2

## 2.0    Executive Summary

The audit identified that controls relating to [insert audit title] were (being managed/not being managed) effectively.

[XX Number] Corrective Action Requests were raised relating to:

- CAR Topic 1; and

- CAR Topic 2

In addition, [insert any other key findings that need to be brought to Senior Management attention.]

**3.0    Introduction**

This audit took place at …………. on [insert dates].

General introduction, purpose of audit and any statements regarding what was or wasn't audited and reasons.

**4.0    Findings**

The audit covered all areas outlined in the above scope and found that processes were generally (being managed / not being managed effectively). Below is a summary for each scope area.

**4.1    Scope Area 1**

Insert text

**4.2    Scope Area 2**

Insert text

**4.3    Scope Area 3**

Insert text

**4.4    Risk Management**

Identify key risks from the ARM Risk Register related to the audit being undertaken and identify whether they are being managed correctly, whether evidence gathered by the audit means the risks are higher e.g. existing controls and mitigation actions are not being undertaken in a controlled manner.

**5.0    Documents Reviewed**

A list of documents reviewed as part of the audit, including document numbers where available.

**6.0    Auditees**

List of auditees, their titles, and Directorate or Company:

- Auditee 1

- Auditee 2

**7.0    Auditor**

Name of Auditor(s) and any others involved, e.g. Technical Specialist.

**8.0    Agreed Actions**

| Ref: | Required Condition | Condition Found | Immediate Action | Corrective Action | Owner / Due Date |
|------|--------------------|-----------------|--------------------|--------------------|-------------------|
| CAR 01 | | | | | |
| OBS 01 | | | | | |
| OBI 01 | | | | | |