

Sample audit report template

This is an example of an audit report template that can be used to ensure that all the necessary information relating to the audit are documented in the audit report.

Audit topic and title:	
Department or speciality:	
Date of report:	Date topic was last audited (if applicable):
Audit lead (co-ordinator):	
Key interested parties and stakeholders:	
Aim and objectives: Reason for the audit.	
Standard and target: Standard for comparison, include reference document, target or compliance percentage to be achieved.	
Methodology: Data or information to be collected e.g. population, sample size, time period, tool used.	
Results: Measured data.	
Findings and conclusion: Was the target achieved? Services may wish to risk rate findings to help prioritise actions.	
Recommendation(s): Actions to be taken if target not met	Timing for re-audit: