

**Checklist**

# Internal Audit Checklist

Auditor: \_\_\_\_\_

Audit Date: \_\_\_\_\_

Department: \_\_\_\_\_

**1. Audit Preparation**

- Audit scope and objectives defined
- Key risks identified
- Relevant policies and prior audits reviewed

**2. Internal Controls Review**

- Segregation of duties reviewed
- Access rights and permissions checked

**3. Inventory & Asset Verification**

- Inventory records match physical assets
- Missing or damaged assets documented
- Asset ownership/responsibilities confirmed

**4. Fieldwork & Documentation**

- Supporting evidence collected
- Exceptions and findings documented
- Audit trail and records complete

**5. Reporting & Follow-Up**

- Recommendations documented
- Corrective actions assigned
- Follow-up review scheduled