

وزارة المواصلات والاتصالات
MINISTRY OF TRANSPORT
AND COMMUNICATIONS



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[Company Name]

National Information Assurance policy Audit Report Template

Date: XX/XX/20XX

Owner: [Department\Section Name]





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DOCUMENT INFORMATION

AUDITED BY	[Auditor's Names]
AUDITEE	[Name of the Agency being audited]
REFERENCE	[]
VERSION	
RELEASE DATE	
CLASSIFICATION:	Confidential
DISTRIBUTION LIST:	[Director of SA] [Chief Audit Executive]

Classification: Currently the template is classified as Public, however the final Policy document shall bear a classification label based on the agency's information classification scheme



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Introduction to the report

This is an executive report to summarize the results of audit conducted by {Authorized Audit Body} at {SA} on {dates}. The audit was intended to assess the compliance of {SA} systems against the NIA v {version} policy.

{Other standard text as necessary}

Objective of the Audit

Primary Objective: To assess the compliance of {SA's} systems and processes (as applicable within the defined scope) to NIA v {version} policy.

Secondary Objective: To assess the adequacy and effectiveness of controls in the {mention area/departments/function selected for this audit}.

Scope of the Audit

{Define the scope of the audit. Departments/functions selected for the audit, scope limitations if any}

Provide a reference to the Compliance Roadmap and Statement of Exception if any.

{Eg: The audit scope included Administration team, HR, IT, Business unit 1, and Business unit 2;

The audit scope included the Business continuity, IT operations}

Scope limitations and hindrances faced during the audit.

Audit methodology adopted

{Describe the methods and test done to achieve the audit objectives}

Describe the documents reviewed

Describe the sampling procedure

Describe the auditee interview procedure (Management, Technical, Closing etc)



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Executive Summary

{A high level report on the findings and recommendations.}

Overall assessment of the {SA}

Observations on the roadmap to compliance

Observations on the Statement of Exceptions

Observations on the Non conformances



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Findings and Observations

Sl. No	Control reference	Findings/ observations	Root cause	Effect	Evidence number (If any)	Major Non-Conformance (Y/N)	Comments from auditor (if any)	Corrective and Preventive action agreed by SA (current status, if any) OR response of auditee

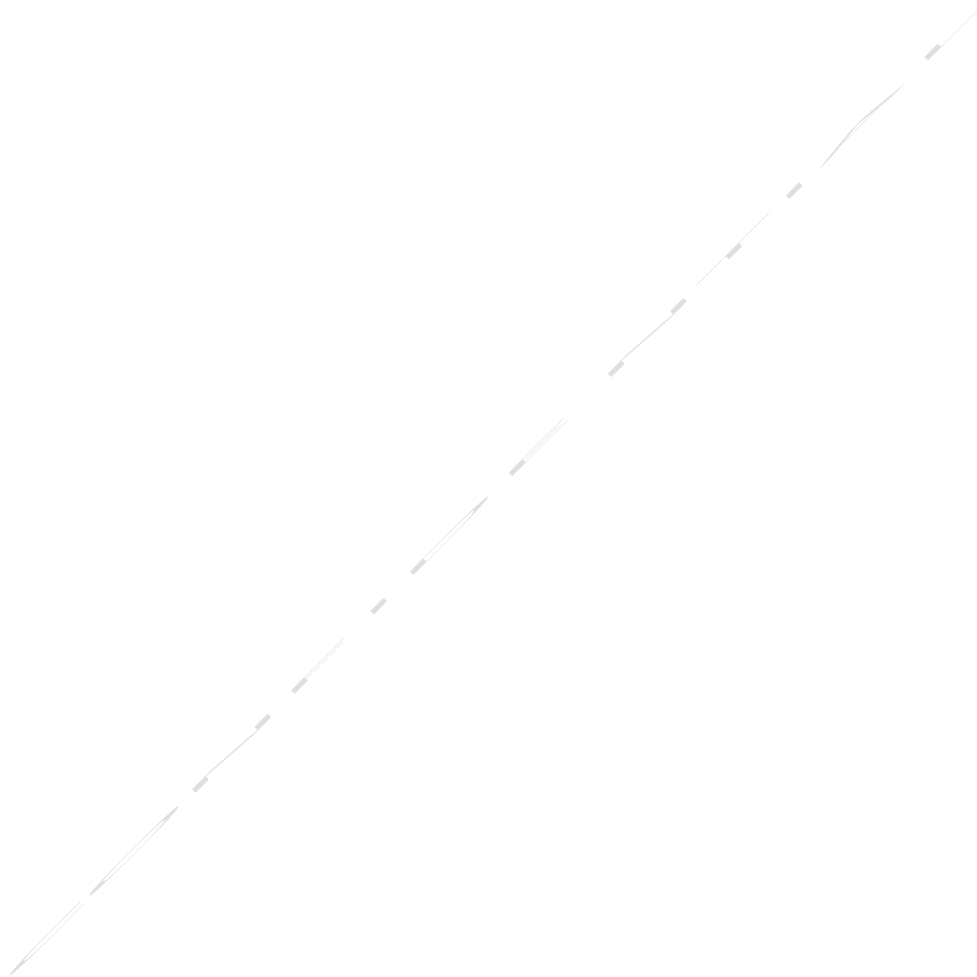




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Recommendations

{Area where the auditee can improve, audit findings that need to address on a priority basis, the next step in the process, follow-up schedules fixed}.





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Audit Opinion/Conclusions

{Conclusion statement}

(Signature of Auditor in charge)

(Signature of the SA head)