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| **Internal Audit Report** | |
| **Department/Process/ System Audited:** |  |
| **Lead Auditor:** |  |
| **Audit Team:** |  |
| **Date(s) of Audit:** |  |
| **Executive Summary:** | |
|  | |
| **Summary of Observations: Critical**  **Major**  **Minor** | |
| **Prepared by: Date:**  **(Lead Auditor)** | |
| **Approved by: Date:**  **(Internal Audit Manager)** | |