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# Cybersecurity Audit Report Template

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This template has been developed by the National Cybersecurity Authority (NCA) as an illustrative example that can be used by organizations as a reference and guide. This template must be customized and aligned with the <organization name>'s business and relevant legislative and regulatory requirements. This template must be approved by the head of the organization (Authorizing official) or his/her delegate. The NCA is not responsible for any use of this template as is, and it affirms that this template is solely an illustrative example.

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## Version Control

Version	Date	Updated By	Version Details
<Insert version number>	Click here to add date	<Insert individual's full personnel name>	<Insert description of the version>

## Review Table

Periodical Review Rate	Last Review Date	Upcoming Review Date
<Once a year>	Click here to add date	Click here to add date

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<Note: There is a description of expected input to following tables can be found in appendices>

## Summary of the audit

No.	Name	Description
1	Audit ID	
2	Audit name	
3	Team responsible	
4	Lead Auditor	
5	Type of audit	
6	Scope of audit	
7	Reference documents	
8	Audit start date	
9	Audit end date	
10	Audit result	
11	Summary of performed actions and results	

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## Audit observations and recommendations

Observation ID (Unique number assigned to the observation, including Audit ID (e.g. Audit ID - x))

No.	Name	Description
1	Observation title	
2	Observation description	
3	Criticality	
4	Recommendation ID	
5	Recommendation name	
6	Recommendation Description	
7	Priority of recommendation	
8	Remediation plan description	
9	Owner of the remediation actions	
10	Deadline for action	
11	Comment	

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## Appendix 1. Summary of the audit guideline

No.	Name	Description
1	Audit ID	<i>Unique number assigned to the audit. Possible naming scheme is: type of audit-year-unique number (for example IT-2022-123 or (Fin-2023-567)</i>
2	Audit name	<i>Short description of an audit (e.g. audited system name or name of audited parts of the infrastructure)</i>
3	Team responsible	<i>Information which team is leading the audit (e.g. internal audit Department or External Auditor)</i>
4	Lead Auditor	<i>Information who is the leader of the audit (e.g. name, surname and position)</i>
5	Type of audit	<i>Information what is the type of the audit:</i> <ul style="list-style-type: none"> <li>• design</li> <li>• operational</li> <li>• both</li> </ul>
6	Scope of audit	<i>Description of the scope of the audit (e.g. list of cybersecurity controls to be tested)</i>
7	Reference documents	<i>Standards or other documents (e.g. report from previous audits) relevant for the audit</i>
8	Audit start date	<i>Date of audit start</i>
9	Audit end date	<i>Date of audit end</i>
10	Audit result	<i>Information whether the results is:</i> <ul style="list-style-type: none"> <li>• effective</li> <li>• partially effective</li> <li>• not effective</li> </ul>
11	Summary of performed actions and results	<i>Summary of the performed actions and procedures, and results (e.g. list of reviewed documents, interviews with assigned stakeholders).</i>

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## Appendix 2. Audit observations and recommendations guideline

No.	Name	Description
1	Observation title	<i>Concise name of identified issue</i>
2	Observation description	<i>Detailed description of identified issue</i>
3	Criticality	<i>Evaluation of the criticality of observation [low/ medium/ high]</i>
4	Recommendation ID	<i>Unique number assigned to the recommendation</i>
5	Recommendation name	<i>Concise name of recommended actions</i>
6	Recommendation Description	<i>Description of recommendation</i>
7	Priority of recommendation	<i>Quantitative evaluation of the priority of recommendation</i>
8	Remediation plan description	<i>Description of the planned implementation of corrective actions</i>
9	Owner of the remediation actions	<i>Person responsible for implementing and monitoring of the corrective actions</i>
10	Deadline for action	<i>Deadline for implementing the corrective actions</i>
11	Comment	<i>Place for any additional related comments</i>

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## List of attachments

No.	Attachment name	Related Observation ID
<i>Number assigned to the attachment</i>	<i>Name of the attached document/file</i>	<i>Unique number assigned to the observation that the attachment (evidence) is related to</i>
...	...	

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