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INTERNAL AUDIT REPORT

**Audit of:**

**EntityName**

**Dhaka August**

**Report 123456**

**Audit Performed by:**

**Md. Sahidul Islam**

**Audit Report Issued by:**

**Pulok Bhai**

**Audit Report Date:**

**21/03/2022**

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## 1. Environment

\*#\*#ContentOfEnvironment#\*#\*

## 2. Scope of the Review

\*#\*#ContentOfScope#\*#\*

## 3. Opinion

\*#\*#ContentOfOpinion#\*#\*

## 4. Risk Profile

The risk profile for the process is shown as per table on Page [X]. The following scale is used as a guide to determine the level of risk rating (likelihood/impact) as well as issue rating (in detail report).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEVEL OF LIKELIHOOD** | **LEVEL OF IMPACT** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost Certain** | Moderate | Moderate | High | Significant | Extreme |
| **Likely** | Moderate | Moderate | High | Significant | Significant |
| **Moderate** | Low | Moderate | High | High | Significant |
| **Unlikely** | Low | Low | Moderate | High | High |
| **Rare** | Low | Low | Moderate | Moderate | High |

## 4.2 Risk Profile – [Audit Title] (cont’d)

## 8. Detailed Issues and Observations:

|  |  |  |
| --- | --- | --- |
| **Issue Tittle:** | **ABCD** | |
| **Issue Owner:** |  | |
| **Issue Rating:** |  | |
| **Issue Target Date:** |  | |
| **Issue Description:** | | |
| **Root Cause:** | |  |
| **Policy/Guideline/SOPs Reference:** | |  |
| **Potential Business Impact:** | |  |
| **Potential Risk:** | |  |
| **Auditor’s Recommendations:** | |  |
| **Management Action Plan:** | |  |
| **Action Owner:** | |  |
| **Action Target Date:** | |  |