

|                   |       |                |       |               |       |
|-------------------|-------|----------------|-------|---------------|-------|
| <b>Audit</b>      | _____ | <b>Ref</b>     | _____ | <b>FS #</b>   | _____ |
| <b>Date Found</b> | _____ | <b>Meeting</b> | _____ | <b>WP Ref</b> | _____ |
| <b>Auditor</b>    | _____ | <b>Auditee</b> | _____ | <b>Role</b>   | _____ |

|   |   |   |
|---|---|---|
| <b>CRITERIA — The Should Be</b> <i>(Policy / Standard / Regulation + Section)</i> | <b>Accepted:</b><br><input type="checkbox"/> Y <input type="checkbox"/> N | <b>Enforced:</b><br><input type="checkbox"/> Y <input type="checkbox"/> N |
|---|---|---|

- Source document: \_\_\_\_\_ Section: \_\_\_\_\_
- Requirement: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

|   |   |
|---|---|
| <b>CONDITION — The What Is</b> <i>(Facts only — no conclusions, use numbers not superlatives)</i> | <b>Accepted:</b><br><input type="checkbox"/> Y <input type="checkbox"/> N |
|---|---|

- Population: \_\_\_\_\_ Sample size: \_\_\_\_\_
- Exceptions: \_\_\_\_\_ Exception rate: \_\_\_\_\_ %
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

|  |   |
|--|---|
| <b>CONSEQUENCE / IMPACT — The So What</b> <i>(Financial — Regulatory — Operational — Reputational)</i> | <b>Accepted:</b><br><input type="checkbox"/> Y <input type="checkbox"/> N |
|--|---|

- Financial: \_\_\_\_\_
- Regulatory: \_\_\_\_\_
- Operational: \_\_\_\_\_
- Is any part of this happening right now?  Yes - describe: \_\_\_\_\_

**Management has reviewed this finding and:**  Agrees  Disagrees  
 Date of review: \_\_\_\_\_ Manager: \_\_\_\_\_  
 Management Response (if disagreement): \_\_\_\_\_

|                                      |   |
|--------------------------------------|---|
| <b>CAUSE – The Why (root reason)</b> | <b>Accepted:</b><br><input type="checkbox"/> Y <input type="checkbox"/> N |
|--------------------------------------|---|

- Root Cause 1: \_\_\_\_\_
- \_\_\_\_\_
- Root Cause 2 (if applicable): \_\_\_\_\_
- \_\_\_\_\_

|   |   |
|---|---|
| <b>RECOMMENDATIONS — The Correction</b> <i>(Developed with auditee and management — one per root cause)</i> | <b>Accepted:</b><br><input type="checkbox"/> Y <input type="checkbox"/> N |
|---|---|

- Recommendation 1 (addresses Root Cause 1): \_\_\_\_\_
- \_\_\_\_\_
- Recommendation 2 (if applicable): \_\_\_\_\_
- \_\_\_\_\_
- Recommendation 3 (if applicable): \_\_\_\_\_
- \_\_\_\_\_

**FOR AUDITOR USE ONLY** | *Note: Cause and Corrections are developed together with management.*  
 Finding Title: \_\_\_\_\_ Finding #: \_\_\_\_\_  
 Severity:  Critical  High  Moderate  Low  
 Peer Review by: \_\_\_\_\_ Peer Review date: \_\_\_\_\_