

J Cassidy Business Focus Limited

<https://www.jcbfl.co.uk>

[jane.cassidy@jcbfl.co.uk](mailto:jane.cassidy@jcbfl.co.uk)

+44 (0) 7717 705054 or +44 (0) 1920 872324

Registered in England & Wales - Reg. No. 11370541

Reg. Office: 69b The Maltings Business Centre, Roydon Road, Stanstead Abbots, Hertfordshire SG12 8UU

**EXAMPLE INTERNAL AUDIT AUDITEE FEEDBACK TEMPLATE**

<b>POST INTERNAL AUDIT - AUDITEE FEEDBACK FORM</b>	SCORE 1 - 4 (1 = Strongly Disagree, 2 = Partly Disagree, 3 = Partly Agree, 4 = Strongly Agree)
<b>AUDIT PLANNING</b>	
Audit purpose and scope clearly communicated to auditee in timely fashion	
Pre-audit document requests clear, timely and proportionate	
Management requests/concerns incorporated into the audit	
Audit scope covered critical functions/risks	
<b>AUDIT PROCESS AND REPORTING</b>	
Feedback given to Auditee on emerging issues during the audit	
Accuracy of the audit issues	
Clarity of the Internal Audit Report	
Usefulness in improving business processes and controls	
Communication of results both contemporaneously and at a close out meeting	
<b>AUDIT STAFF: KNOWLEDGE, PROFESSIONALISM, OBJECTIVITY</b>	
Objectivity of the IA team	
Professionalism of the IA team	
Knowledge of the business unit	
Quality of relationship and rapport between the Auditee and the IA team	
<b>OVERALL SCORE</b>	