

## Review Notes Template

<b>Review Note To: Auditor(s).....</b>		
Engagement Name		WP Ref.
Engagement Reference		

Review Note	Review Note Cleared		Ref	Cleared Review Note Checked		Remarks
	Initials	Date		Initials	Date	
<i>[insert reviewer's comments]</i>	<i>[insert initial of the reviewer]</i>	<i>[insert date of clearing the review note]</i>	<i>[where evidence to support clearing of the review note can be found]</i>	<i>[insert initial of the person closing the review note, the Head of Internal Audit/Team leader]</i>	<i>[insert date when the review note was closed]</i>	<i>[may include reason why a review note was not closed]</i>

<i>[Insert Name of the Internal Auditor that has cleared the review note]</i>
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**User note:** This Schedule may also be used for the team leader to review the working papers of the audit assistants. The review column can be for more than one reviewer.