

Template 31: Review Notes

Review Note Template		
Engagement Name		WP Ref.
Engagement Reference		

Review Note	Review Note Cleared		Ref	Cleared Review Note		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, usually the Head of Internal Audit]</i>	<i>[insert date when the review note was closed]</i>	<i>[may include reason why a review note was not closed]</i>

[Insert Name of the Internal Auditor that has cleared the review note]

Note: This Schedule may also be used for the team leader to review the working papers of the audit assistants.