

Operational Audit Instructions

Date: [Insert Date]

To: Compliance Team

Dear Team,

As part of our ongoing commitment to operational excellence and compliance, we are initiating an operational audit. Below are the instructions and expectations for your involvement in this process:

Objectives

- Evaluate compliance with company policies and procedures.
- Identify areas for improvement and provide recommendations.
- Ensure adherence to relevant regulatory requirements.

Scope of the Audit

The audit will encompass the following areas:

- Internal controls
- Risk management processes
- Documentation and reporting practices

Timeline

The audit will commence on [Start Date] and conclude on [End Date]. Please ensure that all relevant documents and access to systems are prepared by [Preparation Deadline].

Responsibilities

Each team member is responsible for:

- Providing requested documentation in a timely manner.
- Participating in interviews and meetings as scheduled.
- Cooperating with auditors and providing support as needed.

Reporting

A detailed audit report will be compiled and shared with the Compliance and Executive teams following the completion of the audit.

Thank you for your cooperation and commitment to our compliance efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Company]