

Operational Audit Preparation Checklist

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Operational Audit Preparation Checklist

Dear [Recipient's Name],

As we prepare for the upcoming operational audit, please ensure that the following checklist is completed:

1. Documentation Review

- Policies and Procedures Manual
- Recent Audit Reports
- Financial Statements for the Last 3 Years

2. Staff Preparation

- Inform staff about the audit schedule
- Assign roles and responsibilities
- Schedule pre-audit training sessions

3. Operational Data

- Collect Key Performance Indicators (KPIs)
- Review Operational Metrics and Trends
- Compile Data from Relevant Departments

4. Compliance Checks

- Verify Compliance with Regulatory Requirements
- Update and Confirm Licensing and Permits
- Ensure Safety and Quality Standards are Met

Action Required:

Please address the items in this checklist by [Insert Deadline]. If you have any questions, feel free to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]