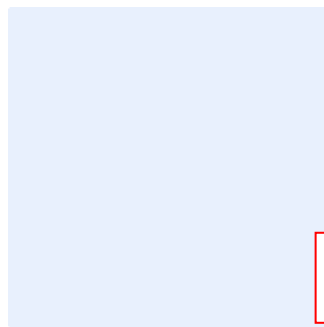


This is a guidance box. Remove all guidance boxes after filling out the template. Items highlighted in turquoise should be edited appropriately. Items highlighted in green are examples and should be removed. After all edits have been made, all highlights should be cleared.



Insert organization logo by clicking on the placeholder to the left.

# Cybersecurity Audit Report Template

## Choose Classification

DATE  
VERSION  
REF

Click here to add date  
Click here to add text  
Click here to add text

Replace **<organization name>** with the name of the organization for the entire document. To do so, perform the following:

- Press “Ctrl” + “H” keys simultaneously.
- Enter “<organization name>” in the Find text box.
- Enter your organization’s full name in the “Replace” text box.
- Click “More”, and make sure “Match case” is ticked.
- Click “Replace All”.
- Close the dialog box.

## Disclaimer

This template has been developed by the National Cybersecurity Authority (NCA) as an illustrative example that can be used by organizations as a reference and guide. This template must be customized and aligned with the **<organization name>**'s business and relevant legislative and regulatory requirements. This template must be approved by the head of the organization (Authorizing official) or his/her delegate. The NCA is not responsible for any use of this template as is, and it affirms that this template is solely an illustrative example.

**Choose Classification**

VERSION **<1.0>**

## Document Approval

Role	Job Title	Name	Date	Signature
Choose Role	<Insert job title>	<Insert individual's full personnel name>	Click here to add date	<Insert signature>

## Version Control

Version	Date	Updated By	Version Details
<Insert version number>	Click here to add date	<Insert individual's full personnel name>	<Insert description of the version>

## Review Table

Periodical Review Rate	Last Review Date	Upcoming Review Date
<Once a year>	Click here to add date	Click here to add date

Choose Classification

VERSION <1.0>

## Table of Contents

Summary of the audit .....	4
Audit observations and recommendations .....	5
Appendix 1. Summary of the audit guideline.....	6
Appendix 2. Audit observations and recommendations guideline .....	7
List of attachments .....	8

**Choose Classification**

VERSION <1.0>

<Note: There is a description of expected input to following tables can be found in appendices>

## Summary of the audit

No.	Name	Description
1	Audit ID	
2	Audit name	
3	Team responsible	
4	Lead Auditor	
5	Type of audit	
6	Scope of audit	
7	Reference documents	
8	Audit start date	
9	Audit end date	
10	Audit result	
11	Summary of performed actions and results	

Choose Classification

VERSION <1.0>

## Audit observations and recommendations

Observation ID (Unique number assigned to the observation, including Audit ID (e.g. Audit ID - x))

No.	Name	Description
1	Observation title	
2	Observation description	
3	Criticality	
4	Recommendation ID	
5	Recommendation name	
6	Recommendation Description	
7	Priority of recommendation	
8	Remediation plan description	
9	Owner of the remediation actions	
10	Deadline for action	
11	Comment	

Choose Classification

VERSION <1.0>

## Appendix 1. Summary of the audit guideline

No.	Name	Description
1	Audit ID	<i>Unique number assigned to the audit. Possible naming scheme is: type of audit-year-unique number (for example IT-2022-123 or (Fin-2023-567)</i>
2	Audit name	<i>Short description of an audit (e.g. audited system name or name of audited parts of the infrastructure)</i>
3	Team responsible	<i>Information which team is leading the audit (e.g. internal audit Department or External Auditor)</i>
4	Lead Auditor	<i>Information who is the leader of the audit (e.g. name, surname and position)</i>
5	Type of audit	<i>Information what is the type of the audit:</i> <ul style="list-style-type: none"> <li>● <i>design</i></li> <li>● <i>operational</i></li> <li>● <i>both</i></li> </ul>
6	Scope of audit	<i>Description of the scope of the audit (e.g. list of cybersecurity controls to be tested)</i>
7	Reference documents	<i>Standards or other documents (e.g. report from previous audits) relevant for the audit</i>
8	Audit start date	<i>Date of audit start</i>
9	Audit end date	<i>Date of audit end</i>
10	Audit result	<i>Information whether the results is:</i> <ul style="list-style-type: none"> <li>● <i>effective</i></li> <li>● <i>partially effective</i></li> <li>● <i>not effective</i></li> </ul>
11	Summary of performed actions and results	<i>Summary of the performed actions and procedures, and results (e.g. list of reviewed documents, interviews with assigned stakeholders).</i>

**Choose Classification**

VERSION <1.0>

## Appendix 2. Audit observations and recommendations guideline

No.	Name	Description
1	Observation title	<i>Concise name of identified issue</i>
2	Observation description	<i>Detailed description of identified issue</i>
3	Criticality	<i>Evaluation of the criticality of observation [low/ medium/ high]</i>
4	Recommendation ID	<i>Unique number assigned to the recommendation</i>
5	Recommendation name	<i>Concise name of recommended actions</i>
6	Recommendation Description	<i>Description of recommendation</i>
7	Priority of recommendation	<i>Quantitative evaluation of the priority of recommendation</i>
8	Remediation plan description	<i>Description of the planned implementation of corrective actions</i>
9	Owner of the remediation actions	<i>Person responsible for implementing and monitoring of the corrective actions</i>
10	Deadline for action	<i>Deadline for implementing the corrective actions</i>
11	Comment	<i>Place for any additional related comments</i>

**Choose Classification**

VERSION <1.0>



## List of attachments

No.	Attachment name	Related Observation ID
<i>Number assigned to the attachment</i>	<i>Name of the attached document/file</i>	<i>Unique number assigned to the observation that the attachment (evidence) is related to</i>
...	...	

**Choose Classification**

VERSION <1.0>