

HR Policy Compliance Audit Report

Specimen Document

1. Report Overview

Audit Title	HR Policy Compliance Audit
Date of Audit	_____
Auditor(s)	_____
Department	_____
Reporting Period	_____

2. Objectives

- Assess alignment of HR processes with company policies.
- Identify gaps in HR policy implementation.
- Evaluate adherence to relevant legal/regulatory requirements.

3. Audit Scope

- Sampled business units/departments: _____
- Policies reviewed: (e.g. *Recruitment, Training, Payroll, Leave Management, Workplace Conduct*)
- Sample size: _____

4. Methodology

- Document review
- Staff interviews
- Process observation
- Sample analysis

5. Summary of Findings

Policy Area	Compliant	Non-Compliant	Observations/Comments
Recruitment	Yes	No	_____
Attendance & Leave	No	Yes	_____
Training	Yes	No	_____
Payroll	Yes	No	_____

6. Recommendations

- _____
- _____
- _____

7. Conclusion

8. Acknowledgement

Prepared by _____

Reviewed by _____

Date _____