

# 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

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8. Acknowledgement

Prepared by	<hr/>
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Date	<hr/>