

Internal Compliance Assessment Report

Assessment Date: _____

Department / Unit: _____

Assessor(s): _____

1. Scope of Assessment

Describe the scope, boundaries, and relevant policies or regulatory frameworks.

2. Methodology

Describe the assessment method, tools and sources used.

3. Findings

Compliance Area	Observations / Evidence	Status (Compliant / Non-compliant / Partial)	Comments

4. Summary of Non-Compliance & Recommendations

Issue	Risk/Impact	Recommendation

5. Conclusion

Summarize the assessment and highlight key actions required.

Assessor(s) Signature:

Date:

