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

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.

|  |  |
| --- | --- |
| Choose Classification |  |
| DATE | Click here to add date |  |
| VERSION | Click here to add text |  |
| REF | Click here to add text |  |

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.

Document Approval

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

Version Control

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

Review Table

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

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

# Summary of the audit

|  |  |  |
| --- | --- | --- |
| No. | Name | Description |
|  | Audit ID |  |
|  | Audit name |  |
|  | Team responsible |  |
|  | Lead Auditor |  |
|  | Type of audit |  |
|  | Scope of audit |  |
|  | Reference documents |  |
|  | Audit start date |  |
|  | Audit end date |  |
|  | Audit result |  |
|  | Summary of performed actions and results |  |

# Audit observations and recommendations

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

|  |  |  |
| --- | --- | --- |
| No. | Name | Description |
| 1. 1
 | Observation title |  |
|  | Observation description |  |
|  | Criticality |  |
|  | Recommendation ID |  |
|  | Recommendation name |  |
|  | Recommendation Description |  |
|  | Priority of recommendation |  |
|  | Remediation plan description |  |
|  | Owner of the remediation actions |  |
|  | Deadline for action |  |
|  | Comment |  |

# Appendix 1. Summary of the audit guideline

|  |  |  |
| --- | --- | --- |
| No. | Name | Description |
| 1 | Audit ID | *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)* |
| 2 | Audit name | *Short description of an audit (e.g.* *audited system name or name of audited parts of the infrastructure)* |
| 3 | Team responsible | *Information which team is leading the audit (e.g. internal audit Department or External Auditor)* |
| 4 | Lead Auditor | *Information who is the leader of the audit (e.g. name, surname and position)*  |
| 5 | Type of audit | *Information what is the type of the audit:** *design*
* *operational*
* *both*
 |
| 6 | Scope of audit | *Description of the scope of the audit (e.g.* *list of cybersecurity controls to be tested)* |
| 7 | Reference documents | *Standards or other documents (e.g. report from previous audits) relevant for the audit* |
| 8 | Audit start date | *Date of audit start* |
| 9 | Audit end date | *Date of audit end* |
| 10 | Audit result | *Information whether the results is:** *effective*
* *partially effective*
* *not effective*
 |
| 11 | Summary of performed actions and results | *Summary of the performed actions and procedures, and results (e.g. list of reviewed documents, interviews with assigned stakeholders).*  |

# Appendix 2. Audit observations and recommendations guideline

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

# List of attachments

|  |  |  |
| --- | --- | --- |
| No. | Attachment name | Related Observation ID |
| *Number assigned to the attachment* | *Name of the attached document/file* | *Unique number assigned to the observation that the attachment (evidence) is related to* |
| *…* | *…* |  |