



# Audit Walkthrough Checklist

Complete

Score	20 / 22 (90.91%)	Flagged items	3	Actions	1
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Department Being Audited	Packaging
Audit Type	Operational
Audit Team Lead	Emily Whitaker
Auditing Staff	
James Holloway	
Laura Kensington	
Brian Caldwell	
Hannah Prescott	
Date of Walkthrough	07.07.2025 13:00 PST
Process Owner Interviewed	Thomas Abernathy

Flagged items & Actions

3 flagged, 1 action

Flagged items

3 flagged, 1 action

Walkthrough Checklist / Control Design

Are controls documented in policies or procedures?

No

To do | Priority: High | Due: 11.07.2025 12:00 PST | Created by: SafetyCulture Staff

Finish Updating Polices and Procedures

Hi Norwich, I understand that you're still currently working on updating the policy and procedures. I will clear this item once our team reviews it after your submission on by end of week, July 11, 2025. Thank you

Walkthrough Checklist / Risk and Compliance

Is management aware of control deficiencies?

No

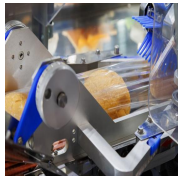


Photo 1

Completion Page / Process Owner Feedback

Is further follow-up required?

Yes

Other actions

0 actions

<b>Walkthrough Checklist</b>		2 flagged, 1 action, 18 / 20 (90%)
Process Understanding		4 / 4 (100%)
Is the process clearly defined and documented?		Yes
See attached file for the full documentation. <a href="#">Packaging Process.pdf</a>		
Are the key objectives of the process identified?		Yes
Can the process owner accurately explain the full workflow?		Yes
Are systems or tools used to support the process?		Yes
Control Design		1 flagged, 1 action, 3 / 4 (75%)
Are key controls in place to prevent or detect errors?		Yes
Is there proper segregation of duties?		Yes
Are controls documented in policies or procedures?		No
<b>To do</b>   Priority: High   Due: 11.07.2025 12:00 PST   Created by: SafetyCulture Staff		
Finish Updating Polices and Procedures  Hi Norwich, I understand that you're still currently working on updating the policy and procedures. I will clear this item once our team reviews it after your submission on by end of week, July 11, 2025. Thank you		
<b>Please provide further clarification below.</b>  Policies and procedures are still being updated. The audit team will review the documentation once submitted.		
Are system controls configured appropriately?		Yes
Control Operation		4 / 4 (100%)
Are control activities being performed as intended?		Yes
Are control performers aware of their responsibilities?		Yes
Are control exceptions tracked and addressed?		Yes
Is supporting documentation available and complete?		Yes
Risk and Compliance		1 flagged, 3 / 4 (75%)

Are known risks for this process documented?	Yes
Are regulatory requirements being met?	Yes
Are internal policies being followed consistently?	Yes
Is management aware of control deficiencies?	No



Photo 1

**Please provide further clarification below.**

Weak seals can occasionally occur that compromise product quality.

Observations and Evidence

4 / 4 (100%)

**Are walkthrough observations documented in detail?**

Yes

See attached file for the full documentation.

[Audit Walkthrough Documentation.pdf](#)

**Is adequate evidence collected for each control tested?**

Yes

See attached file for the full documentation of evidence.

[Control Testing Evidence.pdf](#)

**Are gaps or improvement opportunities clearly noted?**

Yes

See attached gap analysis.

[Gap Analysis.pdf](#)

**Has a preliminary root cause been identified (if applicable)?**

N/A

Completion Page

1 flagged, 1 / 1 (100%)

Auditor Summary

Key Findings

See attached file for full findings.  
[Audit Walkthrough Findings.pdf](#)

Areas of Concern

See full list of areas of concern.  
[Areas of Concern.pdf](#)

Strengths Observed

See full list of strengths observed.  
[Strengths of the Process.pdf](#)

Recommendation

The audit team will study the facts of the audit before submitting a list of recommendations.

Process Owner Feedback

1 flagged, 1 / 1 (100%)

Additional Comments

Thank you for auditing the packaging department.

Is further follow-up required?

Yes

Target follow-up date

16.07.2025 10:30 PST

Auditor Sign-off

*Emily Whitaker*

Emily Whitaker  
11.07.2025 14:40 PST

Audit Supervisor Reviewer

*Ethan Bradbury*

Ethan Bradbury  
11.07.2025 14:42 PST

## Media summary



Photo 1

## File summary

[Packaging Process.pdf](#)  
[Audit Walkthrough Documentation.pdf](#)  
[Control Testing Evidence.pdf](#)  
[Gap Analysis.pdf](#)  
[Audit Walkthrough Findings.pdf](#)  
[Areas of Concern.pdf](#)  
[Strengths of the Process.pdf](#)