



The Audit-Ready Compliance Report Scorecard

Use this operational checklist to evaluate whether your custom draft or downloaded template meets the 2026 standards for enterprise compliance reporting.

1. Scope & Foundation (Contextual Integrity)

- **Explicit Criteria:** The specific standard (e.g., ISO 27001, SOC 2 Trust Services Criteria, GDPR, DORA) is cited directly in the title and executive summary.
- **Defined Timeframe:** The testing or review window is explicitly stated (e.g., *January 1, 2026, to March 31, 2026*).
- **Clear Scope:** The report specifies exactly which systems, departments, physical locations, or cloud environments were assessed.

2. Findings & Evidence (Technical Accuracy)

- **No Vague Jargon:** General phrases like "minor issues observed" are replaced with clear, exact non-conformance (NC) impact statements.
- **Immutable Audit Trails:** Every finding is linked to explicit log IDs, screenshots, document numbers, or Microsoft Purview export tokens.
- **Automated Evidence Reference:** The template distinguishes between point-in-time checks and continuous control monitoring (CCM) data.

3. Recommendations & Remediation (Accountability)

- **Single Point of Contact:** Every finding has exactly one named remediation owner or team assigned.
- **Hard Deadlines:** No use of "ASAP." All corrective actions have specific target completion dates.
- **Validation Protocol:** The report outlines exactly how closure will be verified (e.g., *automated retesting, visual sign-off*).



4. Document Control & Distribution (Governance)

- [] **Classification & Retention:** The document has a clear classification level (e.g., *Restricted*, *Internal Only*) and a defined lifecycle/retention period in SharePoint/Microsoft Purview.
- [] **Executive Summary Independence:** The first two pages can be read and fully understood without diving into the technical appendix.