**Unit Profile**

**Form 04**

**Instructions**

1. Conduct your research
	1. This includes information normally obtained during your research into policies, procedures, etc.
	2. Based on your research type in the information in the unit profile column you feel most applicable.
2. After you complete the unit profile move on to the unit risk assessment matrix

**Template:** Do a save as on this document, name the new saved document. Delete yellow highlighted text and revise green text and save to create your workpaper. Remove green highlight from text.

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| **Name of Auditee** |
| Administration | Equipment | Supervision | Facility | Training |  |  |
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