

Management Response Audit Report

Report Details

Audit Title: Enter Audit Title Here

Date of Report: YYYY-MM-DD

Auditee Department: Enter Department Name

Prepared by: Enter Preparer Name & Position

Summary of Audit Findings

Brief summary of key findings from the audit, highlighting the major areas of concern or improvement identified by the auditors.

Detailed Management Responses

No.	Audit Finding	Management Response	Action Plan	Responsible Person	Target Date
1	Description of Finding 1	Concise response by management regarding the finding.	Proposed actions/steps to address the finding.	Name & Position	YYYY-MM-DD
2	Description of Finding 2	Management's comments and stand.	Corrective/Preventive measures and timeline.	Name & Position	YYYY-MM-DD

Conclusion

Brief concluding remarks regarding the management's overall response to the audit and affirmation of commitment to address the findings.

Important Notes:

- This document should be reviewed and approved by responsible management and relevant parties.
- Action plans must be specific, measurable, and include clear ownership.
- The report forms part of organizational compliance and continuous improvement records.
- Ensure regular follow-up and updates on the status of each action item listed.