

# 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.