# Follow-up Audit Recommendation Compliance Report

**Report Date:** _____
**Audit Title:** _____
**Audit Period:** _____
**Department/Unit Audited:** _____
**Prepared by:** _____

## Summary of Recommendations and Compliance Status

| No. | Recommendation | Responsible Unit/Person | Status of Implementation | Evidence/Remarks |
| --- | --- | --- | --- | --- |
| 1 | All staff should complete annual data privacy training. | HR Department | Completed | Training records submitted, verified. |
| 2 | Update and document IT security policies. | IT Manager | Partially Implemented | Draft updated, pending final management approval. |
| 3 | Perform quarterly physical asset audits. | Finance | Not yet Implemented | Scheduled for next quarter. |

**Overall Compliance Status and Summary:**

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**Action Plan for Outstanding Recommendations:**

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**Prepared by:** _____
**Date:** _____

## Important Notes

- This report tracks progress on implementing audit recommendations and documents compliance status.
- Provide sufficient evidence or remarks for each recommendation's status.
- Use this format for periodic follow-ups until all audit recommendations are addressed.
- Regular and transparent reporting helps ensure accountability and continuous improvement.