Post-Audit Recommendations Follow-Up Document

Audit Overview

Audit Title	_____
Date of Audit	_____
Department/Area	_____
Audited By	_____

Recommendations Follow-up Table

#	Recommendation	Responsible Person	Target Date	Status/Progress	Remarks
1	_____	_____	_____	Pending ▾	_____
2	_____	_____	_____	Pending ▾	_____

General Summary / Conclusion

_____
_____
_____

Important Notes:

- This document is used to monitor the implementation and status of post-audit recommendations.
- Ensure to update the progress regularly and provide remarks where necessary.
- Assign clear responsibility and target completion dates for each recommendation.
- Proper recordkeeping supports future audits and management reviews.