

Operational Audit Findings Report

Action Plan Format

General Information

Audit Title: _____

Date of Report: _____

Department/Area: _____

Report Reference No.: _____

Summary of Findings & Action Plan

No.	Finding	Risk/Impact	Action Plan	Responsible Person	Target Date
1	[Brief description of finding]	[Associated risks or impact]	[Specific corrective action(s) proposed]	[Name/Position]	[MM/DD/YYYY]
2	[Brief description of finding]	[Associated risks or impact]	[Specific corrective action(s) proposed]	[Name/Position]	[MM/DD/YYYY]

Follow-up & Monitoring

Status of Action(s): _____

Comments: _____

Important Notes

- This document is intended to ensure accountability and effective follow-up of audit findings.
- Action plans should be specific, measurable, and time-bound.
- Responsible persons must regularly update the status of each action.
- Audit follow-up will be conducted to verify the implementation and effectiveness of proposed actions.
- Keep this document updated and available for reference during subsequent audits.