Audit Recommendations Implementation Tracking Format

Document Details

Audit Title	_____	Date	_____
Department/Unit	_____	Prepared by	_____

Recommendations Tracking Table

#	Audit Recommendation	Action to be Taken	Person Responsible	Target Date	Current Status	Remarks / Evidence
1	[Recommendation 1]	[Action Plan]	[Name]	[YYYY-MM-DD]	[Pending/Ongoing/Implemented]	[Remarks or links to evidence]
2	[Recommendation 2]	[Action Plan]	[Name]	[YYYY-MM-DD]	[Pending/Ongoing/Implemented]	[Remarks or links to evidence]
3	[Recommendation 3]	[Action Plan]	[Name]	[YYYY-MM-DD]	[Pending/Ongoing/Implemented]	[Remarks or links to evidence]

Important Notes

- Update this tracker regularly to reflect implementation progress.
- Attach supporting evidence or documents in the 'Remarks' column where possible.
- Status definitions: Pending (not started), Ongoing (in progress), Implemented (fully addressed).
- This document supports accountability for addressing audit findings.
- Maintain version control and keep archived copies as the audit cycle progresses.