

# Audit Closure Documentation

## Format Outline for Exit Meeting Minutes

### 1. Meeting Details

Date	
Time	
Location	
Audit Title/Reference	

### 2. Attendees

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### 3. Purpose of Meeting

### 4. Summary of Audit Scope & Coverage

### 5. Key Findings and Observations

- 1.
- 2.
- 3.

### 6. Corrective Actions/Agreed Action Plan

Finding Reference	Action Description	Responsible Person	Target Date

### 7. Conclusion & Acknowledgements

### 8. Sign-off

Name	Role	Signature	Date

### Important Notes:

- This document serves as the formal record of the audit exit meeting and should be reviewed and agreed upon by all relevant parties.
- All agreed actions and deadlines must be tracked to completion for effective closure of audit findings.
- The minutes should accurately reflect discussions and consensus reached during the exit meeting.
- Retain signed copies for audit trail and compliance purposes.
- This format may be customized as necessary to align with organizational or regulatory requirements.