

Audit Closure Documentation

Format Outline for Exit Meeting Minutes

1. Meeting Details

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|-----------------------|--|
| 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

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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.