

Audit Exit Meeting Minutes

Format Checklist for Closure

1. Meeting Details

Audit Title	
Department / Area Audited	
Meeting Date	
Meeting Location	
Attendees	

2. Opening

- Acknowledgement of attendees
- Statement of meeting objectives

3. Audit Summary

- Overview of audit objectives and scope
- Summary of audit process and activities performed
- Assessment of compliance and key observations

4. Audit Findings

No.	Finding / Observation	Risk / Impact	Management Response	Status
1				
2				

5. Agreed Action Plans

No.	Action Item	Responsible Person	Target Completion Date	Status
1				
2				

6. Issues for Escalation (if any)

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7. Conclusion & Closure

- Confirmation of agreement on findings and actions
- Feedback from auditees
- Next steps and follow-up actions

8. Sign-off

Name	Designation	Signature	Date

Important Notes

- This document serves as the official record of the audit exit meeting.
- All attendees should agree and sign to acknowledge the meeting outcomes.
- Action plans should be clearly assigned and tracked for closure.
- Escalated issues must be documented for further management review if unresolved.
- Minutes should be distributed promptly to all stakeholders after the meeting.