

Audit Closure Exit Meeting Minutes

Mandatory Fields

Field	Description
Date of Meeting	The exact date when the closure exit meeting was conducted.
Audit Title/Reference	The official title or reference number of the audit.
Location	The physical or virtual location where the meeting was held.
Participants	Names and roles of all attendees (auditors, auditees, management representatives, etc.).
Lead Auditor	Name of the auditor responsible for leading the audit process.
Summary of Audit Findings	Concise summary of the key findings discussed during the meeting, including strengths, weaknesses, and major observations.
Nonconformities & Observations	List and brief description of nonconformities and noteworthy observations identified during the audit.
Agreed Actions	Details of agreed corrective or preventive actions, responsible persons, and target completion dates.
Conclusion of Audit	Final conclusion and overall statement from the lead auditor regarding the audit status (e.g. closure, pending actions).
Signatures	Signatures of auditors and auditees (or confirmation of agreement, if virtual).

Important Notes

- Meeting minutes should be concise, factual, and officially documented for future reference.
- Ensure all agreed actions are tracked and completed within the specified timeframe.
- This document is a formal record and may be reviewed during subsequent audits or compliance checks.
- Distribution of minutes should include all relevant stakeholders promptly after the meeting.
- Maintain confidentiality and data protection standards when recording and sharing audit information.