

Audit Closure Exit Meeting Minutes

Organization/Unit:

[Enter name of organization/unit]

Audit Title/Type:

[Internal/External/Process/Compliance, etc.]

Audit Number/Reference:

[Audit Reference Number]

Meeting Date:

[DD/MM/YYYY]

Meeting Location:

[Physical/Virtual]

Attendees:

- [Name, Title/Role]
- [Name, Title/Role]
- ...

Summary of Audit Scope and Objectives

[Brief summary of the audit's scope, criteria, and overall objectives]

Key Findings and Observations

- [Finding/Observation 1]
- [Finding/Observation 2]
- ...

Agreed Actions & Responsibilities

1. [Action Item 1] – Responsible: [Name/Dept.] – Due: [Date]
2. [Action Item 2] – Responsible: [Name/Dept.] – Due: [Date]
3. ...

Closure Statement

[Statement confirming audit completion, closure of findings, and/or additional recommendations for future improvements.]

Signatures

Lead Auditor

Auditee Representative

Important Notes:

- This document serves as evidence of the closure meeting for the audit process.
- All action items should be tracked to completion according to the agreed timelines.

- The minutes should be circulated to all relevant stakeholders for their records.
- Any disagreements or clarifications should be documented within these minutes.
- This document may be referenced in follow-up audits or management reviews.