

Audit Findings Closure Report

Audit Ref. No.	AFCR-2024-006
Audit Title	Internal Process Compliance Audit
Report Date	2024-06-11
Auditee Department	Operations
Auditor(s)	Jane Smith, Raj Patel

Summary of Findings & Closure Status

No.	Finding Description	Root Cause	Corrective Action(s)	Closure Date	Status
1	Absence of documented standard operating procedures for inventory handling.	Lack of process formalization.	SOP developed, communicated, and staff trained.	2024-05-30	Closed
2	Delayed response to customer inquiries observed in Q1 records.	Resource constraints during peak period.	Additional staff allocated; monitoring implemented.	2024-06-05	Closed
3	Periodic equipment maintenance logs incomplete.	Insufficient oversight of documentation.	Maintenance log process revised, responsibilities assigned.	2024-06-08	Closed

Auditor's Comment

The department has satisfactorily addressed all audit findings in accordance with agreed corrective actions. Evidence has been reviewed and closure for all items is confirmed.

Sign-off

Auditor

Jane Smith

Auditee

Linda Wong

Important Notes

- This report documents the closure of all audit findings and corrective actions taken.
- All evidence supporting closure should be retained for future reference.
- Periodic review of the effectiveness of corrective actions is recommended.

- Any recurring or systemic issues should be flagged for management attention.