

Audit Deficiency Response Document

Company: _____ [Organization Name] _____
Audit Reference: _____ [Audit Number/Code] _____
Response Date: _____ [YYYY-MM-DD] _____

1. Deficiency Summary

Deficiency No.	Audit Finding/Deficiency	Auditor's Recommendation
1	[Brief description of the deficiency]	[Brief summary of recommendation]

2. Root Cause Analysis

[Describe the reasons or factors that led to the above deficiency. Include whether it is a process, system, human, or other error.]

3. Corrective and Preventive Action Plan

Action Steps	Responsible Person/Dept.	Target Completion Date	Status
[Describe the primary corrective and preventive action(s)]	[Name/Department]	[YYYY-MM-DD]	[Open/In progress/Closed]

4. Management Review & Comments

[Summary of management review and any additional comments regarding the response, actions, and continuous improvement.]

5. Attachments (if any)

[List any supporting documents or evidence attached with the response.]

Important Notes:

- Provide clear and concise responses for all identified deficiencies.
- Ensure all actions are specific, with assigned responsibilities and realistic deadlines.
- Include root cause analysis to prevent recurrence of deficiencies.
- Attach relevant evidences or records to support your response where possible.
- Review and update the document as corrective actions are completed or updated.