

Audit Finding Corrective Action Log Sheet

Date		Auditor(s)	
Department/Area		Audit Reference No.	

No.	Audit Finding / Nonconformance	Corrective Action to be Taken	Responsible Person	Target Date	Completion Date	Remarks / Status
1						
2						
3						

Important Notes:

- Each audit finding must have a corresponding corrective action, responsible person, and target completion date.
- Timely updates and status tracking are critical to effective closure of audit findings.
- This log should be reviewed regularly during management meetings.
- Supporting evidence of corrective actions should be retained for future verification.