Resolved/Unresolved Audit Issues Tracking Format

Audit Information

Audit Title	_____	**Audit Period**	_____ to _____
Department/Unit	_____	**Date of Report**	_____

Issues Tracking Table

#	Issue Description	Risk/Impact	Recommendation	Responsible Person	Target Date	Current Status	Remarks/ Actions Taken
1	Example: Lack of regular backups	Data loss risk	Implement scheduled backups	IT Manager	15/06/2024	Resolved	Backup system implemented on 12/06/2024
2	Example: Unauthorized system access	Security breach	Review user access rights	System Admin	30/06/2024	Unresolved	Plan scheduled for 20/06/2024

Important Notes:

- This document facilitates ongoing monitoring and timely resolution of audit issues.
- Ensure all fields are updated regularly for accurate status tracking.
- Status should clearly indicate "Resolved", "Unresolved", or other relevant comments.
- Update remarks with actions taken or reasons for delay where applicable.
- Assign issues to responsible persons for accountability.
- Periodically review this document in audit committee or management meetings.