

Follow-Up and Monitoring Plan for Audit Findings

Document Details

Audit Title: _____

Department: _____

Date of Report: _____

Prepared By: _____

Findings and Follow-Up Actions

#	Audit Finding	Management Response	Corrective Action(s)	Responsible Person	Target Date	Status	Follow-Up Date	Remarks
1	Sample Finding A	Accepted. Action to be taken.	Implement new procedure.	Jane Doe	2024-07-15	In Progress	2024-08-01	Ongoing
2	Sample Finding B	Under review.	Policy update.	John Smith	2024-07-25	Pending	-	

Monitoring Schedule

Follow-Up Date	Responsible Person	Activities	Status Update
2024-08-01	Jane Doe	Review action implementation	In Progress
2024-08-15	Audit Team	Second follow-up	Planned

Important Notes

- This plan ensures continuous monitoring and timely resolution of audit findings.
- Assign clear responsibilities and track progress for each corrective action.
- Regular updates and follow-ups increase accountability and effectiveness.
- Documentation of all actions taken is critical for audit trails and compliance.
- The plan should be updated as actions are completed or as new findings arise.