

Action Plan and Recommendations

Audit Report Reference: [Report Name/Number]

Date: [Date]

Department/Area Audited: [Department Name]

Prepared By: [Person/Team Name]

Summary of Audit Findings

[Provide a concise summary of key findings identified during the audit. Outline the main areas of concern and any critical gaps.]

Recommended Actions & Implementation Plan

Finding / Reference	Recommendation	Action Plan	Responsible Person(s)	Target Completion Date	Status
Finding 1: [Brief description]	[Recommendation for Finding 1]	[Planned action(s) to address finding]	[Name/Position]	[Date]	[e.g., In Progress]
Finding 2: [Brief description]	[Recommendation for Finding 2]	[Planned action(s) to address finding]	[Name/Position]	[Date]	[e.g., Not Started]

Management Comments

[Insert management's response to the findings and recommendations, including acceptance/rejection of findings and any additional comments.]

Follow-Up & Monitoring

- [Describe how progress on the action plan will be monitored.]
- [Specify reporting intervals and responsible oversight personnel.]

Important Notes:

- This document serves as an official record of agreed-upon actions following an audit.
- Clearly designate responsibility and due dates for each action item.
- Update the status regularly to track progress and completion.
- Effective follow-up ensures corrective actions are fully implemented.
- Maintain documentation for accountability and future reference.