

Follow-Up and Monitoring Plan

Audit Summary

1. Document Information

Audit Title	
Audit Reference No.	
Department/Unit Audited	
Date of Audit	
Date of Follow-Up Plan	
Prepared by	

2. Summary of Audit Findings

No.	Finding/Observation	Risk/Impact	Recommendation	Responsible Party	Target Completion Date	Status	Follow-Up Action
1							
2							

3. Monitoring and Review Plan

Monitoring Activity	Frequency	Person Responsible	Status/Remarks

4. Close-Out & Verification

Finding No.	Verified By	Date Verified	Evidence/Documents Reviewed	Close-Out Status

Important Notes

- This document supports continuous monitoring of audit recommendations implementation.
- Responsibilities and target dates should be clearly assigned for accountability.
- Update the status and monitoring section periodically to reflect progress.
- Close-out of findings should be based on sufficient evidence and verification.
- Keep this plan accessible to relevant stakeholders for transparency and tracking.