

# Compliance Audit Closure Exit Meeting

## Structured Agenda

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Facilitator: \_\_\_\_\_  
Participants: \_\_\_\_\_

## Agenda

1. **Opening and Introductions**
  - Welcome and introductions of attendees
  - Purpose of meeting
2. **Overview of Audit Scope and Objectives**
  - Summary of areas reviewed and audit period
3. **Summary of Audit Process**
  - Methodology, approach, and key activities
4. **Presentation of Audit Findings**
  - Summary of observations
  - Significant compliance issues identified
5. **Recommendations and Corrective Actions**
  - Discussion of proposed corrective actions
  - Management response and commitments
6. **Closure and Next Steps**
  - Review of action items, responsibilities and timeframes
  - Final comments and questions
7. **Adjournment**

## Action Items

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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## Important Notes

- This document serves as a formal record of the audit closure and discussion points.
- All findings and recommendations should be clearly documented and agreed upon during the meeting.
- Assignments of responsibilities and deadlines for corrective actions must be tracked after this meeting.
- Ensure confidentiality and compliance with internal policies when handling audit documents.