

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

- _____
- _____
- _____

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.