

Environmental Audit Closure Exit Meeting Agenda

Audit Title:
Environmental Compliance Audit – [Site/Facility Name]

Date:
[DD MMM YYYY]

Location:
[Meeting Room Name/Virtual Platform]

Auditor(s):
[Auditor Name(s)]

Attendees:
[List of Participants]

Agenda

- Opening and Welcome Remarks
- Review of Audit Objectives & Scope
- Summary of Audit Methodology
- Presentation of Audit Findings
- Discussion of Corrective Actions
- Management Comments and Feedback
- Agreed Closure Actions & Responsibilities
- Timeline for Completion
- Questions & Clarifications
- Meeting Closure

Summary of Key Audit Findings

Finding	Risk/Impact	Recommended Action
[Finding Example 1]	[Potential Impact]	[Action Required]
[Finding Example 2]	[Potential Impact]	[Action Required]

Action Items & Responsibilities

Action Item	Responsible Person	Due Date	Status
[Action Item 1]	[Name/Dept]	[Date]	[Pending/Ongoing/Closed]
[Action Item 2]	[Name/Dept]	[Date]	[Pending/Ongoing/Closed]

Next Steps & Timeline

- Completion of outstanding action items by due dates
- Submission of evidence of corrective actions
- Follow-up review or verification (if required)
- Final closure confirmation communication

Important Notes

- This document serves as the formal record of the audit closure meeting.
- All listed actions must be tracked to completion to ensure compliance.
- Attendees are responsible for verifying and acknowledging assigned tasks.
- Keep this document accessible for future audits and compliance checks.
- Timely response to required corrective actions is critical for regulatory conformity.

