

Exit Meeting Agenda - External Audit Closure

Formal Document

Date: _____

Time: _____

Location: _____

Facilitator: _____

Participants: _____

AGENDA

1. Opening Remarks
2. Introduction of Participants
3. Objectives of the Exit Meeting
4. Summary of Audit Scope and Process
5. Presentation of Key Findings and Observations
6. Discussion of Non-Conformities and Areas for Improvement
7. Management Responses and Action Plans
8. Timeline for Corrective Actions
9. Questions and Clarifications
10. Closing Statements and Next Steps
11. Adjournment

SUPPORTING DOCUMENTS

- Draft Audit Report
- List of Non-Conformities/Findings
- Recommended Actions
- Attendance Sheet

IMPORTANT NOTES:

- The exit meeting formalizes the closure of the external audit process.
- All findings, observations, and recommendations should be accurately documented and acknowledged.
- Action plans and responsibilities must be clearly defined and agreed upon.
- Minutes of the meeting should be circulated to all participants for confirmation and record-keeping.
- This document serves as an official record for audit compliance and future reference.