Audit Exception Register

Standardized Documentation Template

Audit Title: _____

Audit Period: _____

Date of Register: _____/_____/_____

Prepared by: _____

No.	Area / Process	Exception / Observation	Impact / Risk	Management Response	Responsible Person	Target Date
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____

Important Notes

- Each exception should be clearly described, stating the specific control or process deficiency identified during audit.
- Assess and note the potential risk or impact associated with each exception.
- Management's response must include action plans and responsible persons with target completion dates.
- This register should be updated regularly to track resolution and closure of exceptions.
- Maintain supporting evidence for all entries to ensure completeness, accuracy, and audit trail.