

Action Plan Format

Compliance Verification Audit Report

| No. | Audit Finding / Non-Conformity | Action to be Taken | Responsible Person | Target Completion Date | Status | Remarks |
|-----|---|---|--------------------|------------------------|-------------|---------------------------------|
| 1 | Example: Documented procedure for XYZ process is missing. | Develop and implement the required procedure. | John Doe | 2024-07-15 | In Progress | Draft prepared; under review. |
| 2 | Training records incomplete for department A staff. | Verify and update training records. | Jane Smith | 2024-07-20 | Not Started | |
| 3 | Annual equipment calibration is overdue. | Schedule and perform equipment calibration. | Michael Lee | 2024-07-25 | Completed | Calibration done on 2024-07-10. |

Follow-up & Review

Next Review Date: _____

Reviewed By: _____

Important Notes:

- This document serves as a structured plan for addressing compliance audit findings.
- Each action must be assigned to a responsible person with a clear timeline.
- Status and remarks should be updated regularly to track progress and closure.
- Retention of supporting evidence is essential for audit follow-up.
- This action plan should be reviewed and signed off by relevant management.