

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.