

Audit Compliance Report - Summary Table

Ref. No.	Audit Area	Requirement	Compliance Status	Findings/Comments	Responsible	Target Closure Date
1.1	Documentation	All process documents must be updated annually.	Partially Compliant	Some documents were outdated; update in progress.	Jane Doe	2024-07-15
1.2	Data Security	Encrypted storage of all sensitive client data.	Compliant	No non-compliance observed.	John Smith	N/A
1.3	User Access	Annual review of user access rights required.	Non-Compliant	Review not performed for 2023.	Alex Lee	2024-08-01
1.4	Incident Response	Incident handling procedure must be documented.	Compliant	Procedure is in place and up to date.	Sara Kim	N/A

Important Notes

- This summary table serves as a concise record of compliance findings and recommended actions.
- Each entry should clearly identify non-compliance and assign responsibility for corrective action.
- Regular updates and follow-ups are essential to demonstrate ongoing compliance improvement.
- Supporting evidence should be maintained for all reported compliance statuses.
- Use this format to facilitate management review and audit tracking.