Management Response Documentation Format

Document Information

Document Title	Management Response to Audit Report
Date	[Insert Date]
Prepared by	[Name/Title]
Reference Number	[Insert Reference #]

Management Response Table

No.	Audit Finding / Recommendation	Management Response	Action Plan	Responsible Person	Target Date	Status / Progress
1	[Summary of Audit Finding/Recommendation]	[Detailed Management Response]	[Specific Action Steps]	[Name/Position]	[MM/YYYY]	[Status/Remarks]
2	[Summary of Audit Finding/Recommendation]	[Detailed Management Response]	[Specific Action Steps]	[Name/Position]	[MM/YYYY]	[Status/Remarks]

Conclusion / Additional Comments

[Enter summary of management's overall response, key comments, or closing statement]

Important Notes

- This document is used to formally record management's responses to audit findings and recommendations.
- All action plans should be specific, measurable, and have clear deadlines and responsible persons assigned.
- Document progress updates and status regularly to support follow-up and accountability.
- Keep responses concise, factual, and professional; avoid subjective statements.
- Ensure the document is reviewed and approved by relevant management staff before submission.