

Exception Request Closure and Follow-up Report

Document Information

Report No.	ER-2024-01
Date	2024-06-25
Prepared by	John Doe
Department	Risk Management

Exception Request Details

Exception Reference	EXC-2024-12
Date Raised	2024-05-10
Requestor	Jane Smith
Description	Request for temporary access to restricted system due to urgent project needs.
Approved By	Mary Johnson
Approval Date	2024-05-12
Exception Period	2024-05-13 to 2024-06-15

Closure & Follow-up Summary

Closure Date	2024-06-16
Actions Taken	<ul style="list-style-type: none">Access revoked as per schedule.System logs reviewed, no unauthorized activities found.Stakeholders notified of closure.
Lessons Learned / Recommendations	<ul style="list-style-type: none">Ensure timely follow-up on exception expiry.Automate reminders for similar future cases.
Follow-up Responsible	Michael Lee

Sign-off

Prepared By	Signature: _____ Date: _____
Reviewed By	Signature: _____ Date: _____
Approved By	Signature: _____ Date: _____

Important Notes

- All exception requests must be formally closed once the period ends.
- Follow-up actions and lessons learned should be documented for future reference.
- Proper sign-off from all responsible parties is mandatory for audit compliance.
- This report should be retained as part of the organization's risk management documentation.
- Timely closure ensures security controls are reinstated without unnecessary delays.

