

Compliance Findings and Issues Log

Summary Information

Project / Process	
Date Compiled	
Compiled By	

Findings and Issues Log

#	Date Identified	Issue / Finding	Risk Level	Responsible Party	Corrective Action / Recommendation	Status	Target Completion Date	Comments
1								
2								

Important Notes

- Ensure each finding or issue is described clearly and objectively.
- Assign responsibility and track progress for each item until resolution.
- Update the log regularly to maintain an accurate compliance record.
- Keep supporting evidence and relevant documentation for each finding.
- This log is a living document and should be reviewed during compliance audits.