

# Issue-Resolution Compliance Minutes

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Attendees:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 1. Issue Summary

Description of Issue:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issue Reported On:

\_\_\_\_\_

Department/Area Affected:

\_\_\_\_\_

## 2. Investigation and Findings

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Resolution Plan

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## 4. Compliance Actions Taken

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 5. Follow-up & Responsibilities

Action Items:

- Task: \_\_\_\_\_ | Responsible: \_\_\_\_\_ | Due: \_\_\_\_\_
- Task: \_\_\_\_\_ | Responsible: \_\_\_\_\_ | Due: \_\_\_\_\_

## 6. Approval & Confirmation

Prepared By:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed/Approved By:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes

- This document serves as an official record of issue identification, investigation, and resolution for compliance audits.
- Details should be accurate and clearly state actions and responsibilities.
- Keep all minutes securely archived for future reference and regulatory checks.
- All parties involved should review and sign to confirm the information.
- Periodic follow-up may be required depending on the resolution plan.