

# Audit Follow-Up Action Log

Department: \_\_\_\_\_  
Audit Title: \_\_\_\_\_  
Date of Audit: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Date Prepared: \_\_\_\_\_

## Action Log Table

| # | Finding / Observation                             | Recommended Action                            | Owner / Responsible Person | Target Completion Date | Status      | Follow-Up Remarks       |
|---|---|---|----------------------------|------------------------|-------------|-------------------------|
| 1 | Sample: Lack of documentation for process X.      | Ensure all steps in process X are documented. | Jane Doe                   | 2024-07-31             | In Progress | Draft being prepared.   |
| 2 | Sample: Timely review of approvals not conducted. | Establish regular monthly review schedule.    | John Smith                 | 2024-08-15             | Not Started |                         |
| 3 | Sample: Access controls outdated.                 | Update and review all user access rights.     | Alex Lee                   | 2024-07-20             | Completed   | Completed on 2024-07-10 |

## Important Notes

- This log should be updated continuously until all actions are closed.
- Clearly assign ownership and deadlines for each audit finding.
- Status should be monitored and reported to management regularly.
- Documentation of follow-up progress is essential for evidence of closure.
- Reviewing and closing actions in a timely manner helps ensure audit effectiveness.