

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3	Sample: Access controls outdated.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.