

Management Response Template

Compliance Audit Report

General Information

Department/Section	[Insert Department Name]
Audit Report Title	[Insert Audit Report Title]
Date of Audit Report	[Insert Date]
Management Representative	[Insert Name and Position]
Date of Management Response	[Insert Date]

Summary of Audit Findings and Management Response

Ref. No.	Audit Finding	Management Response & Actions	Responsible Person	Target Completion
[1]	[Summarize finding]	[Describe management response and planned actions]	[Name or Role]	[Date]
[2]	[Summarize finding]	[Describe management response and planned actions]	[Name or Role]	[Date]

Additional Comments (if any)

[Provide any further relevant details, context, or clarifications regarding the audit findings or management actions.]

Important Notes:

- This template documents management's formal response to each audit finding, including planned corrective actions and target dates.
- Specific and actionable responses demonstrate the organization's commitment to compliance and improvement.
- The document helps track accountability and follow-up on audit recommendations.
- Management responses should be timely, accurate, and approved by responsible personnel.
- This template can be adjusted to suit organizational or regulatory requirements.