

AUDIT CLOSE-OUT MEETING

AGENDA

Date: _____

Attendees:

I would like to thank you for your time and commitment to this challenging audit process.

Number of departments/sites visited: _____

Number of employees interviewed (managers/supervisors and workers): _____

Positive Findings

Opportunities for Improvement

The Pass Mark for the Audit Score was 80% and the Organizations Audit Score was _____

- ☐ Anticipated Date for the Final Executive Summary Report
- ☐ Recommend Action Plan Developed
- ☐ Action Plan Due Date Reviewed
- ☐ Audit Summary Score Sheet Signed

Auditor Signature

Auditor Certification Number