Text

Description automatically generated

**SMALL EMPLOYER AUDIT ACTION PLAN**

Date Completing this form:Click or tap to enter a date.

Name of person completing this form:Click or tap here to enter text.

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| Identified Deficiency | Action Proposed | Person(s) Responsible | Target Date | Action Taken | Date Completed |
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Use the above template to develop an action plan from the audit results. Deficiencies identified by the assessor, external auditor and/or the Certifying Partner reviewer should be itemized in this plan and completed before your next audit.