|  |  |
| --- | --- |
| **Auditor’s Name and Title** |  |
| **List of open responsibilities** | *Examples:*   * *Access Mgmt. Narrative – Open to conduct walkthrough for access provisioning to system X.* * *C.2 - Chang Management Testing – Document request # is due on April 1st, 2022 which is needed to support* |
| **Are there any remaining meetings needed to gain a good understanding of the control environment, to satisfy a testing objective, discuss a finding, etc.?** | *[Include the purpose of the meeting, who needs to attend, how long the meeting should take, and if there are any questions/comments/concerns that should be discussed during the meeting]* |
| **Are there any open document requests in AB?** | *[Explain what is left in order to close the document request, and/or explain the request in detail for the next auditor to monitor and follow-up as needed]* |
| **Any other comments or information that can be shared to ensure a successful transition for this audit engagement?** |  |