Manual Audit Trail Register Template

Document Details

Document Title	Audit Trail Register for Paper-Based Records
Department/Unit	
Document Reference No.	
Location	
Custodian/Responsible Person	

Audit Trail Register Table

No.	Date & Time (YYYY-MM-DD HH:MM)	Record Title/Description	Document Reference/ID	Action Taken (Create/View/Edit/Delete/Transfer/etc.)	Name & Signature	Remarks

Important Notes

- This register must be updated contemporaneously whenever an action is taken on any paper-based record.
- Entries should be clear, legible, and completed in pen. Corrections must not obscure original entries.
- Each entry should be authorized and signed by the responsible individual.
- Store completed registers securely for audit and compliance purposes.
- Ensure access to this document is restricted to authorized personnel only.