

Audit Evidence Checklist

Audit Title:

Audit Date:

Auditor Name(s):

Department/Area:

Checklist of Audit Evidence

No.	Evidence Description	Type (Document/Observation/Interview/etc.)	Reference / ID	Reviewed By	Verified (Yes/No)	Remarks
1						
2						
3						
4						

Important Notes

- The checklist should be updated continuously as new evidence is obtained during the audit process.
- All evidence should be appropriately referenced and stored for future review.
- Only verified and relevant evidence should be considered for audit findings and conclusions.
- A clear trail of review and verification enhances the credibility of the audit results.
- This document should be retained as part of the official audit records.