

Inventory Observation Audit Working Paper

Client Name:

Location:

Observation Date:

Audit Team:

Inventory Type:

Inventory Counted By:

INVENTORY OBSERVATION DETAILS

Item Description	Item Code	Quantity per Records	Quantity Counted	Difference	Remarks

OBSERVATIONS & FINDINGS

CONCLUSION

PREPARED BY

Name:

Date:

REVIEWED BY

Name:

Date:

IMPORTANT NOTES

- Ensure observations are completed during the client's official inventory count.
- Document discrepancies and explanations in detail to support audit conclusions.
- Include evidence (e.g., photos, count sheets) where possible.
- Maintain independence and impartiality during the observation process.
- This document should form part of audit working papers and be appropriately filed.