

# Audit Observation Log Sheet

Date of Audit: \_\_\_\_\_

Auditor Name: \_\_\_\_\_

Department/Location: \_\_\_\_\_

Audit Reference No.: \_\_\_\_\_

## Observation Log

No.	Observation Description	Risk / Impact	Recommendation	Person Responsible	Target Completion Date	Status	Remarks
1							
2							
3							

## Important Notes

- All observations should be recorded clearly and concisely to ensure effective follow-up.
- Assign responsibility and set reasonable target dates for corrective actions.
- Update the status and remarks regularly to track progress and closure of observations.
- This log sheet serves as an official record and should be kept secure and confidential.
- Supporting evidence and documentation for each observation should be maintained whenever possible.