

Detailed Audit Observation Checklist

Audit Information

Audit Title	Enter Audit Title Here	Date	YYYY-MM-DD
Department/Area	Enter Department	Auditor(s)	Enter Names
Period Covered	Start Date - End Date		

Detailed Observations

#	Observation	Criteria	Risk/Impact	Recommendation	Management Response	Responsible Person	Target Date	Status
1	Describe the finding clearly and concisely.	Specify relevant policy, procedure, or standard.	Explain potential or observed impact due to the observation.	Suggest corrective/preventive action.	Response from management regarding the observation/recommendation.	Name & Position	YYYY-MM-DD	Open/Closed
2

Follow-Up Actions

Observation No.	Date of Follow-Up	Follow-Up Details	Status
1	YYYY-MM-DD	Details of action taken or comments.	Open/Closed
2

Auditor Signature & Date

Management Representative Signature & Date

Important Notes

- Observations should be evidence-based and clearly documented.
- Ensure all recommendations are actionable and specific.
- Management responses are critical to track corrective actions.
- Status should be regularly updated for effective follow-up.
- This document is confidential and intended for internal use only.