

Process Audit Observation Recording Sheet

Department / Area	Process Owner
Date of Audit	Auditor(s)
Process Audited	

Observation Details

#	Observation Description	Category (Conformity/Nonconformity)	Reference (Standard/Procedure)	Evidence	Auditor's Remark
1					
2					
3					

Follow-Up Actions

Action Required	Responsibility	Target Date	Status	Remarks

Important Notes

- This document captures observations, both conformities and nonconformities, noted during process audits.
- Clear and objective evidence must support each observation.
- Follow-up actions should be tracked until closure.
- This sheet serves as an official record and reference for corrective action planning.
- Ensure all entries are factual and free from assumptions or bias.