

Process Audit Observation Recording Sheet

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|-------------------|---------------|
| 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.