

Structured Audit Observation Document

Audit Title:

Audit Ref. No:

Date of Audit:

Auditee Department/Process:

Auditor(s):

Observation Details

No.	Observation	Criteria/Reference	Risk/Impact	Management Response	Action Plan	Responsible Person	Target Date
1							
2							

Summary and Recommendations:

Auditor's Signature:

Date:

Management Representative's Signature:

Date:

Important Notes

- This format encourages clarity, accountability, and traceability of audit observations and actions.
- All observations should be evidence-based and referenced to relevant criteria.
- Management responses and action plans should be agreed upon and time-bound.
- Follow-up audits may be scheduled based on the status of the action plans.
- Maintain confidentiality and data security of all audit-related information.