

Audit Team Time and Date Attendance Sheet

Project/Engagement: _____

Date: _____

Location:

Supervisor:

No.	Audit Team Member Name	Position/Title	Date	Time In	Time Out	Signature	Remarks
1							
2							
3							
4							
5							

Important Notes:

- This document serves as an official record of audit team members' attendance during the audit engagement.
- All team members must sign each entry to validate their attendance for the indicated date and time.
- Any remarks such as late arrival, early departure, or absence should be clearly noted in the Remarks column.
- Retention of this sheet is recommended as part of the audit working papers for reference and compliance purposes.
- Ensure all information is completed accurately and maintained confidentially.