Daily Audit Team Presence Record

Date: _____

Location: _____
Department: _____

#	Name	Employee ID	Designation	Time In	Time Out	Signature
1						
2						
3						
4						
5						

Important Notes:

- Ensure all team members sign in and out individually for accurate records.
- Review and verify attendance at the end of each shift.
- Maintain records for auditing and compliance purposes.
- Report discrepancies to the team lead or audit supervisor immediately.