

On-Site Audit Team Presence Verification

Audit Title

Location

Department/Unit

Date of Audit

Start Time

End Time

Audit Team Member Attendance

No.	Name	Position/Role	Arrival Time	Departure Time	Signature
1.					
2.					
3.					
4.					

Remarks/Observations

Verified by
Audit Team Leader

Date

Important Notes:

- This document verifies the actual presence of audit team members at the audit location.
- Ensure all fields are completed accurately at the time of audit.
- Signatures must be provided by each member as evidence of attendance.
- Keep this document as part of the supporting records for compliance and audit purposes.
- Any discrepancies or irregularities must be noted in the remarks section.