

Project-Based Audit Attendance Report Form

Project Audit Period:

Project Name

Project Code

Location

Audit Team Leader

Reporting Period

Prepared By

Attendance Record

#	Auditor Name	Role	Date	Time In	Time Out	Remarks
1	<input type="text" value="Auditor Name"/>	<input type="text" value="Role"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Remarks"/>
2	<input type="text" value="Auditor Name"/>	<input type="text" value="Role"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Remarks"/>
3	<input type="text" value="Auditor Name"/>	<input type="text" value="Role"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Remarks"/>

Authorized Signatories

Team Leader Signature

Date

Project Manager Signature

Date

Important Notes

- This report must be completed and submitted after each audit session for project-based evaluations.
- All attendance entries should be verified by the team leader and project manager.
- Ensure that absence or lateness is clearly remarked with valid reasons where applicable.
- Maintain confidentiality of project and personnel information contained in this document.
- Keep this form for official records and future reference as per audit retention policies.

