

Remote Audit Team Attendance Tracker

Date: _____
Audit Project/ID: _____
Lead Auditor: _____

Attendance Record

No.	Team Member Name	Role/Designation	Time Logged In	Time Logged Out	Remarks / Notes
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____

Summary/Comments

Important Notes

- This tracker should be completed at the start and end of each audit session.
- It is the responsibility of the Lead Auditor to ensure attendance data accuracy.
- Include any team member absences, late arrivals, or early departures in the remarks.
- This document helps verify presence and activity during remote audits for compliance purposes.
- Keep a secure record for future reference and audit evidence.