

Weekly Audit Team Attendance Log Sheet

Audit Team: _____

Week Starting: ____ / ____ / ____

Location: _____

Supervisor: _____

Prepared By: _____

No.	Team Member Name	Attendance (Mark ☑ for Present, X for Absent)					Signature	Remarks
		Mon	Tue	Wed	Thu	Fri		
1								
2								
3								
4								
5								

Important Notes:

- This log sheet should be completed daily and reviewed by the team supervisor at the end of each week.
- Ensure accuracy when marking attendance and provide explanations for any absences in the remarks section.
- Retain signed copies for audit records and future reference.
- Unauthorized alterations or erasures are not permitted; please strike through errors and initial any corrections.
- Regular attendance logging helps maintain accountability and transparency within the audit team.