

Audit Observation Sheet

Field Work Documentation

Audit Name: _____ **Sheet No.:** _____

Audit Area/Location: _____ **Date:** _____

Auditor(s): _____ **Reviewed By:** _____

Observation Details

No.	Observation/Issue	Criteria/Reference	Evidence	Auditor's Recommendation
1				
2				
3				

Management Response / Action Plan

Response / Action Plan	Person Responsible	Target Date	Status / Remarks

Important Notes

- Each observation should be clearly described, supported by adequate evidence, and reference criteria.
- Recommendations must be practical and aimed at addressing the root cause of the observation.
- Document management responses and action plans to ensure accountability and follow-up.
- Ensure the sheet is reviewed and authorized according to audit guidelines before finalizing.