

# Field Audit Observation Sheet

<b>Audit Title</b>	[Insert Audit Title]	<b>Audit Ref. No.</b>	[Insert Ref. No.]
<b>Date of Audit</b>	[Insert Date]	<b>Location</b>	[Insert Location]
<b>Auditor(s)</b>	[Insert Name(s)]	<b>Department/Area</b>	[Insert Department/Area]

## Observation Details

<b>Observation No.</b>	<b>Description of Observation</b>	<b>Category</b>	<b>Severity</b>
1	[Describe the factual observation clearly and concisely]	[Compliance/Safety/Process, etc.]	[High/Medium/Low]
2	[Describe the factual observation clearly and concisely]	[Compliance/Safety/Process, etc.]	[High/Medium/Low]

## Evidence

[Describe supporting evidence, such as documentation, photographs, records, etc.]

## Root Cause (if identified)

[Describe or analyze the possible root cause of the observation]

## Recommended Action(s)

- [Action recommendation 1]
- [Action recommendation 2]

## Responsible Person(s) / Department

[Name(s) or department(s) responsible for corrective action]

## Target Date for Completion

[Proposed deadline]

## Follow-Up / Verification

[Summary of follow-up action taken and verification result]

### Important Notes:

- Observations should be based on factual evidence and documented accurately.
- Avoid assumptions or personal opinions in observation descriptions.
- Provide clear, actionable recommendations aligned with organizational policies.
- Follow-up and validation are crucial to ensure effective closure of observations.
- This document is confidential and intended for internal use only.