

Field Audit Observation Sheet

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

Observation Details

Observation No.	Description of Observation	Category	Severity
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.