

Comprehensive Field Audit Observation Report

Audit Information

Project Name	_____
Location	_____
Date of Audit	_____
Lead Auditor	_____
Team Members	_____

Scope and Objectives

Summary of Findings

Detailed Observations

No.	Observation	Reference/Location	Risk Level	Recommendations
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

Conclusions & Next Steps

Appendices/Supporting Documents

- Photographs
- Checklists
- Relevant Data Sheets
- Other Supporting Evidence

Important Notes:

- This template provides a structured summary of audit field observations for clarity and follow-up.
- Document all observations factually, avoiding subjective language.
- Attach supporting evidence and data where applicable.
- Use this report as a basis for corrective actions and management review.
- Maintain confidentiality and integrity of audit information at all times.