

Field Work Audit Observation Checklist

Audit Title		Audit Location	
Audit Date		Department	
Auditor(s)		Supervisor/Manager	

Observation Checklist

No.	Observation Item	Compliant	Comments / Findings	Action Required
1				
2				
3				

Summary of Key Issues

No.	Issue Description	Recommendation / Follow-up
1		
2		

Auditor Signature		Supervisor Signature	
Date		Date	

Important Notes:

- This checklist helps ensure all fieldwork observations are systematically documented and reviewed.
- All non-compliance/findings should be supported with clear comments and recommended corrective actions.
- The document must be signed by both the auditor and the supervisor for accountability.
- Observations and recommendations should be factual, objective, and clearly linked to applicable standards or procedures.
- Proper documentation facilitates follow-up and continuous improvement.