

Field Work Audit Observation Sheet

Audit Title: _____
Department: _____
Location: _____
Date of Audit: ____ / ____ / ____
Auditor(s): _____

Observations

No.	Observation	Reference / Criteria	Implication
1	_____	_____	_____

2	_____	_____	_____

Auditee Comments: _____

Auditor's Signature: _____ Date: ____ / ____ / ____
Auditee's Signature: _____ Date: ____ / ____ / ____

Important Notes:

- All observations should be based on factual evidence and clearly documented.
- Reference criteria must be quoted from relevant standards, policies, or procedures.
- Implications should explain the risk or effect of each observation.
- Recommended actions must be specific, measurable, and actionable.
- Auditee comments provide an opportunity to clarify or contest findings.
- Both auditor and auditee must review and sign the observation sheet.