

Audit Observation Sheet

Field Assignments

Audit Reference No.:

Assignment Name:

Auditee Department / Unit:

Location:

Date of Observation:

Name(s) of Auditor(s):

Observation Details

Observation No.	Description of Observation	Risk/Impact	Recommendation	Management Comments

Follow-up/Corrective Actions

Action Required	Responsible Person	Target Date	Audit Follow-up/Remarks

Auditor's Signature:

Date:

Management Signature:

Date:

Important Notes

- This document should be completed promptly after field observations.
- All observations must be fact-based and supported by relevant evidence.
- Recommendations should be constructive and actionable.
- Management comments are essential for acknowledging findings and planning corrective actions.
- Follow-up is necessary to ensure implementation of agreed actions.

