

# Standardized Field Work Audit Observation Report

**Audit Title:**

Enter the audit title

**Audit Date:****Location/Site:**

Enter location

**Auditor(s):**

Enter auditor(s) name(s)

**Department/Area Audited:**

Enter department or area

## Observations Summary

No.	Observation Description	Category	Risk Level	Recommendation	Responsible Person	Target Completion Date
1	Describe the observation	e.g. Safety	e.g. High, Medium, Low	Recommendation	Name/Role	
2						

**General Comments:**

Write any overall comments or conclusions

**Follow Up Actions Required:**

Describe follow up actions, if any

**Auditor(s) Signature:**

Name / E-signature

**Date:****Important Notes:**

- This report is a standard template designed to ensure consistency and completeness in documenting field audit observations.
- All observations should be factual, objective, and supported by evidence where applicable.
- Recommendations should clearly address identified issues and specify responsible persons for follow up.

- Timely completion and review of this document is crucial for continuous improvement and compliance.
- Keep all entries concise, clear, and free of personal opinions.