

# Field Audit Observation Sheet

Audit Title

Enter audit title

Audit Date

Location

Enter location

Auditor Name(s)

Enter auditor(s) names

Department/Area

Enter department or area

## Observation Details

No.	Observation	Risk/Impact	Recommendation	Responsible Person	Target Date	Status
1	Describe ob	Describe ris	Recommended ac	Name		Open ▾
2						Open ▾

## General Comments / Additional Notes

Other comments, remarks, or observations

Auditor's Signature

Enter name/signature

Date

Reviewed By

Supervisor name/signature

## Important Notes:

- Each observation should be clearly described with supporting details and evidence.
- Assign a responsible person and target date for follow-up actions on each observation.
- Review and update the status of observations regularly until closure.
- This sheet serves as both a record and an action tracker for field audits.
- Ensure all information is complete and accurate before finalizing the report.

