

Audit Task Tracking Chart – Field Activities

Project: _____

Period: _____

Audit Task	Responsible Person	Planned Date	Actual Date	Status	Comments
Site Inspection (Zone A)	J. Smith	2024-07-10	2024-07-12	Completed	Report submitted 13/07
Equipment Compliance Review	M. Doe	2024-07-15	2024-07-16	Completed	All equipment compliant
Personnel Interview	K. Lee	2024-07-18		Pending	Scheduled at 10:00 AM
Hazard Assessment Verification	D. Patel	2024-07-20		Not Started	Awaiting previous findings
Final Documentation Review	S. Kim	2024-07-25		Not Started	To be scheduled after all tasks

Important Notes

- This chart is intended to monitor audit field activities, track progress, and assign responsibilities.
- Regular updates help ensure timely completion and proper documentation of all audit tasks.
- Comments section can be used for noting issues, rescheduling, or follow-up actions.
- All stakeholders should review and update the chart as tasks are completed or rescheduled.
- Retain this document as part of the audit’s official record.