

Daily Audit Field Work Log Sheet

Date: _____

Location / Project Site: _____

Auditor: _____

Team Members: _____

Client/Contact Person: _____

Department: _____

Field Work Log

Time	Task/Observation	Details	Issues Found	Action Taken	Responsible	Remarks
08:30 - 09:00	Site Walkthrough	Initial walkthrough of warehouse	None	N/A	Auditor	
09:00 - 10:00	Inventory Review	Checked inventory records vs actual	3 items missing	Reported to supervisor	Auditor	
10:00 - 12:00	Document Inspection	Reviewed delivery receipts and invoices	2 unsigned receipts	Received clarification	Client contact	
13:00 - 14:00	Compliance Check	Observing safety compliance protocols	Gloves not worn in section B	Issued reminder notice	Team	
14:00 - 15:30	Interview Staff	Discuss procedures, collect feedback	Staff unclear on new policy	Explained changes	Auditor & Staff	
15:30 - 17:00	Summarize Findings	Draft preliminary findings	As above	Draft report prepared	Auditor	

Additional Notes / Observations

Enter additional notes here...

Auditor's Signature

Date: _____

Supervisor's Signature

Date: _____

Important Notes

- This log sheet should be filled out daily and reflect accurate, factual entries.
- All issues or irregularities observed must be documented, along with corresponding action taken.
- Signatures are required to validate the authenticity of the field work conducted.
- This document forms part of the audit trail and should be securely stored.
- Any additional remarks or observations should be clearly noted for future reference.