

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.