

Detailed Field Work Audit Timeline Format

Project/Audit Name: _____
Location: _____
Audit Team: _____
Date Prepared: _____

Audit Timeline

Date	Task/Activity	Description	Responsible Person(s)
2024-07-01	Opening Meeting	Discussion of audit objectives, scope, and schedule with key stakeholders.	Audit Lead, Site Manager
2024-07-02	Document Review	Review and assessment of policies, procedures, and prior audit reports.	Audit Team
2024-07-03	Site Inspection	Physical inspection of field operations and condition of assets.	Lead Auditor, Technicians
2024-07-04	Interviews	Conduct interviews with key personnel involved in procedures under review.	Audit Team
2024-07-05	Sample Testing	Test selected transactions or processes for compliance and effectiveness.	Audit Team
2024-07-06	Preliminary Findings Discussion	Present initial findings to management for clarification or additional input.	Audit Lead, Management
2024-07-07	Draft Report Preparation	Compile audit observations, conclusions, and recommendations.	Audit Lead
2024-07-08	Closing Meeting	Final presentation of findings and agreement on follow-up actions.	Audit Team, Management

Important Notes

- This timeline is indicative and may be adjusted based on field conditions or audit scope changes.
- Clear assignment of responsibilities helps ensure accountability during each phase.
- Maintain ongoing communication with management throughout the process.
- Document any deviations from the planned schedule and the reasons for such changes.
- Retain all working papers and evidence collected during the audit for future reference.