

Asset Physical Verification Audit Report

Date: _____
Location: _____

1. Audit Overview

Department / Area	_____
Audit Performed By	_____
Date of Audit	_____
Purpose of Audit	To physically verify and confirm the existence and condition of assets.

2. Asset Verification Summary

S.No.	Asset Description	Asset Code/ID	Location	Quantity as per Records	Quantity Verified	Status (OK/Not Found/Damaged)	Remarks
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____

3. Observations and Discrepancies

Description	_____
Description	_____

4. Recommendations / Corrective Actions

Sr. No.	Recommendation	Responsible Person/Dept	Timeline
1	_____	_____	_____
2	_____	_____	_____

Auditor's Name: _____

Signature: _____

Date: _____

Reviewed By: _____

Signature: _____

Date: _____

Important Notes

- Ensure all asset details are accurately recorded as per physical verification.
- Discrepancies must be clearly documented with appropriate recommendations.
- All relevant stakeholders should review and sign the completed report.
- This document serves as official evidence of asset status at the date of verification.
- Retain copies of this report as per the organization's audit and record-keeping policy.