Audit Trail Documentation Template

Project/Process Information

Project/Process Name	[Enter Name]
Department	[Enter Department]
Document Owner	[Enter Owner]
Reviewer(s)	[Enter Reviewer Names]
Period Covered	[Enter Period]
Last Review Date	[Enter Date]

Objective

[Describe the main objective of the audit review]

Audit Trail Log

Date/Time	Action Taken	User	Description	Reference/Attachment
[YYYY-MM-DD HH:MM]	[Created/Modified/Reviewed]	[Username]	[Describe the action and context]	[Link/File/Number]
[YYYY-MM-DD HH:MM]	[Approved]	[Username]	[Approval for the reported changes]	[Link/File/Number]

Issues and Resolutions

Issue ID	Description	Date Identified	Responsible	Status	Resolution/Remarks
[ID-001]	[Brief description of the issue]	[YYYY-MM-DD]	[Owner]	[Open/Closed]	[Actions taken/remarks]

Reviewer's Comments

1. [Enter reviewer's feedback or observations]
2. [Additional comments, if any]

Important Notes

- An audit trail should be maintained continuously and updated promptly with every change or review activity.
- Ensure that entries are clear, accurate, and include sufficient detail to allow traceability.
- Retention of this document is important for compliance, accountability, and quality assurance.
- Limit access to authorized personnel to protect sensitive information.
- Regularly review and validate the integrity of records to prevent and detect unauthorized changes.