

# Audit Observation Report

Report Ref. No.

Date of Report

Audit Title

Auditee (Team/Department)

Auditor(s)

## Observation Details

Observation No.

Observation Date

Area/Process Audited

Category (Major/Minor/Other)

## Statement of Observation

## Criteria (Reference Standard, Policy or Procedure)

## Implication/Impact

## Root Cause (if known)

## Recommended Action(s)

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Auditor Signature / Date

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Auditee Signature / Date