

# 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)

\_\_\_\_\_  
Auditor Signature / Date

\_\_\_\_\_  
Auditee Signature / Date