

Site inspection record

Record findings, actions, owners and completion

Project / site	Date / time / record no.	Inspected by / role
Participants / companies	Areas / scope / limitations	Distribution / next inspection

1 · Findings and action follow-up

ID / place / photo	Finding / risk	Action / urgency	Owner / deadline	Completion / verification / status

Prepared / date: _____ Reviewed / date: _____

Use and review

Record factual observations with place, time and photo / document reference. Agree urgency, a clear owner and verification date; record completion after checking.

For immediate danger, act promptly under the site's emergency and safety arrangements. This record does not replace risk assessment and covers only the documented inspection scope.

Adapt to the project and obtain a competent professional review before use. Record only necessary personal data and store it securely.

Site inspection record

Record findings, actions, owners and completion

Project / site Example site A (fictional)	Date / time / record no. 15.04.2026 / 10:00 / DEMO-01	Inspected by / role Person A / coordination (fictional)
Participants / companies Person B / example company A (fictional)	Areas / scope / limitations Section A; visual inspection of access route	Distribution / next inspection Project parties / 22 Apr 2026

1 • Findings and action follow-up

ID / place / photo	Finding / risk	Action / urgency	Owner / deadline	Completion / verification / status
01 / A / DEMO-F1	Access route narrowed by stored materials; trip hazard.	Secure area immediately; remove material from access route. Reopen after verification.	Example company A; immediately; Person B	Open; verification planned 15 Apr 2026, 11:00

Prepared / date: _____ Reviewed / date: _____

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All entries are fictional; this example is not an approved work instruction.