INSPECTION REPORT / EDITABLE TEMPLATE

Construction inspection report

A structured record of site progress, workmanship, non-conformances and corrective actions.

HOW TO USE • [Square brackets] = replace with your details • SAMPLE = illustrative finding; replace before issuing.

REPORT INFORMATION

PROJECT / SITE	INSPECTION
[Project name / site address]	Date: [Inspection date]
Client: [Client / principal contractor]	Reference: [Report reference]
Inspector: [Name / organisation]	Weather: [Weather, if relevant]
Work package: [Trade / package]	Area: [Level / zone / gridline]

Executive summary / SAMPLE — REPLACE

SAMPLE: A site walk-through of accessible work areas identified generally progressing installation works, with incomplete fire stopping at one service penetration and localised finishing defects requiring correction. All findings are illustrative and must be replaced before issue.

OVERALL CONDITION	KEY PRIORITIES	INSPECTION STATUS
ATTENTION	1 close-out item • 2 planned actions	Site visual inspection

01 Scope and limitations

SAMPLE SCOPE: Visual inspection of accessible construction work areas, installed materials, workmanship and observed site conditions against the agreed inspection brief. Concealed works, destructive testing, design verification, statutory certification and inaccessible areas are excluded unless specifically agreed.

02 Condition rating guide

RATING	MEANING
GOOD	No material defects observed in the inspected area.
ADVISORY	Maintenance or further assessment recommended.
ATTENTION	Prompt action or specialist assessment required.
NOT INSPECTED	Area inaccessible or outside agreed scope.

03 Work area assessment / SAMPLE FINDINGS

ELEMENT	RATING	OBSERVATION / ACTION
Fire stopping / penetrations	ATTENTION	SAMPLE: Unsealed annular gap around a service penetration; verify specification and rectify.
Partitions & linings	ADVISORY	SAMPLE: Uneven joint finish to installed partition; make good prior to decoration.
Doors & openings	ADVISORY	SAMPLE: Localised damage to door frame finish; repair and reinspect.
Mechanical / electrical first fix	GOOD	SAMPLE: Visible routing appeared orderly in the inspected area; no testing undertaken.
Concealed / uninspected work	NOT INSPECTED	SAMPLE: Concealed installations not opened up or independently verified.

04 Detailed observations / SAMPLE FINDINGS

CI-01 Incomplete fire stopping at service penetration

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Level 02 / riser / ATTENTION	SAMPLE: Visible gap at service penetration through a compartment line; no evidence of completed approved fire-stopping system at time of inspection.	Record non-conformance; confirm approved detail, install specified system and photograph completed work before enclosure.

CI-02 Poor finishing at door opening

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Level 01 / corridor / ADVISORY	SAMPLE: Uneven finish and minor surface damage around newly installed door opening.	Make good surfaces to agreed finish standard and present for follow-up inspection.

05 Photographic evidence

Replace the sample photo frames with site photographs. Record location, work package, date and matching finding reference for each image.

PHOTO 01 / INSERT YOUR PHOTO
Level 02 riser • CI-01

PHOTO 02 / INSERT YOUR PHOTO
Level 01 corridor • CI-02

06 Recommended action plan / SAMPLE ACTIONS

PRIORITY	ACTION	RESPONSIBILITY / TARGET
HIGH	Close out penetration fire stopping before enclosure.	[Contractor / owner] / [Target date]
MEDIUM	Repair finishes at door opening and reinspect.	[Trade lead] / [Target date]
ROUTINE	Confirm photographic close-out evidence is recorded.	[Site manager] / [Target date]

07 Conclusion / SAMPLE — REPLACE

SAMPLE: Observed works require closure of the recorded fire-stopping item before concealment and completion of localised finishing repairs. Confirm remedial works by reinspection. This conclusion is illustrative and must be replaced with project-specific findings.

08 Inspection record

INSPECTED BY	SITE REPRESENTATIVE
Name: [Inspector name]	Name: [Client contact]
Company: [Company]	Organisation: [Organisation]
Signature: _____	Acknowledgement: _____
Date: _____	Date: _____

Editing guide — replace before sharing

EDITABLE FIELDS: Complete all [square-bracketed] fields. SAMPLE CONTENT: Replace example ratings, observations, actions and conclusions with verified site evidence. Remove this guide before issuing to a client.

This is a general reporting aid, not a substitute for a competent inspection, agreed scope, applicable regulations or specialist advice.