▢ **YOUR COMPANY LOGO** [Company name] • [Phone] • [Email] • [Website]

INSPECTION REPORT / EDITABLE TEMPLATE

Equipment inspection report

A structured record of equipment condition, visible defects, operational observations and maintenance actions.

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

REPORT INFORMATION

EQUIPMENT / ASSET	INSPECTION
[Equipment name / model / asset ID]	Date: [Inspection date]
Owner / site: [Client / location]	Reference: [Report reference]
Inspector: [Name / organisation]	Hours / usage: [Meter reading]
Serial no.: [Serial number]	Inspection type: [Visual / operational]

Executive summary / SAMPLE — REPLACE

SAMPLE: A visual inspection of accessible equipment components identified a worn drive belt and minor corrosion at a mounting bracket. Operation was not tested under load. Corrective maintenance and follow-up verification are recommended.

OVERALL CONDITION	KEY PRIORITIES	INSPECTION STATUS
ATTENTION	1 priority repair • 2 planned actions	Visual inspection only

01 Scope and limitations

SAMPLE SCOPE: Visual review of accessible guards, casings, mounts, hoses, cables, labels and general condition. Functional checks limited to safe, authorised observations. No dismantling, electrical testing or load testing undertaken unless expressly recorded.

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 Equipment condition assessment / SAMPLE FINDINGS

ELEMENT	RATING	OBSERVATION / ACTION
Guards & protective covers	GOOD	SAMPLE: Visible guards were fitted and appeared intact; no safety-function testing performed.
Drive belts / moving parts	ATTENTION	SAMPLE: Belt edges show fraying and wear; isolate equipment and replace in line with manufacturer guidance.
Mounts & supports	ADVISORY	SAMPLE: Localised corrosion at one mounting bracket; clean, assess section loss and protect as appropriate.
Hoses, cables & connections	GOOD	SAMPLE: Accessible hoses and cables showed no obvious leakage or damage; concealed connections not checked.
Internal mechanisms / load performance	NOT INSPECTED	SAMPLE: Internal components and performance under load were outside the agreed scope.

04 Detailed observations / SAMPLE FINDINGS

EQ-01 Drive belt showing visible wear

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Drive assembly / ATTENTION	SAMPLE: Visible belt fraying and uneven edge wear at the drive assembly. Actual belt condition and cause require competent assessment.	Isolate as necessary; inspect drive alignment and pulleys, replace belt to manufacturer specification and verify safe operation.

EQ-02 Corrosion at mounting bracket

LOCATION / RATING	OBSERVATION	RECOMMENDED ACTION
Base frame / ADVISORY	SAMPLE: Surface corrosion visible around the equipment mounting bracket; no destructive assessment undertaken.	Clean and assess affected bracket; repair protective coating and escalate if structural integrity is uncertain.

05 Photographic evidence

Replace the sample photo frames with actual equipment photographs. Record asset ID, component, date and matching finding reference.

PHOTO 01 / INSERT YOUR PHOTO
Drive assembly • EQ-01

PHOTO 02 / INSERT YOUR PHOTO
Mounting bracket • EQ-02

06 Recommended action plan / SAMPLE ACTIONS

PRIORITY	ACTION	RESPONSIBILITY / TARGET
HIGH	Inspect and replace worn drive belt before demanding operation.	[Maintenance lead] / [Target date]
MEDIUM	Assess bracket corrosion and restore protective finish.	[Maintenance team] / [Target date]
ROUTINE	Record repair evidence and carry out follow-up functional checks.	[Equipment owner] / [Target date]

07 Conclusion / SAMPLE — REPLACE

SAMPLE: Equipment should be maintained in accordance with the manufacturer's instructions. Replace the worn drive belt before continued demanding operation and assess corrosion at the mounting bracket. Confirm completion and record evidence before closing the findings.

08 Inspection record

INSPECTED BY	OWNER / SITE REPRESENTATIVE
Name: [Inspector name]	Name: [Client contact]
Company: [Company]	Organisation: [Asset owner]
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 equipment inspection, manufacturer guidance, applicable regulations or required statutory examinations.