

Inspection Report Template

A structured report template you can fill in by hand or adapt from a photo-first report builder. Each section maps to what a reviewer or client actually checks.

Project details

Inspection date:

Location / site:

Inspector (name and role):

Scope (what was inspected, what was out of scope):

Findings

Repeat one block per finding. Keep the description factual: state the condition observed, not an opinion.

Finding:

Status: Pass / Fail / N/A

Evidence (photo reference or location):

Severity: Critical / Minor / Positive

Corrective action (what, who, due date):

Sign-off

Reviewed by (name):

Report date: