

Safety Inspection Report Template

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Report Details

Site / client	
Inspection area	
Inspection date and time	
Inspector	
People consulted	
Weather / shift / operating conditions	
Inspection scope	
Areas not inspected	
Reason any area was not inspected	

Summary

Highest risk level observed	
Number of critical findings	
Number of major findings	
Number of minor findings	
Positive observations	
Immediate actions taken	
Items needing management review	

Finding Log

Finding number	
Photo reference	
Location	
Observed condition	
Why it matters	

Applicable source, client rule, or internal requirement	
Risk level	
Corrective action	
Action owner	
Target date	
Closure evidence required	
Status	

Follow-Up Review

Reviewer	
Review date	
Open items carried forward	
Closed items verified	
Final limitations	

Finding Entries (repeat as needed)

Finding 1

Finding number	
Photo reference	
Location	
Observed condition	
Risk level (Critical / Major / Minor)	
Applicable requirement	
Corrective action	
Action owner	
Target date	
Closure evidence required	

Status	
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Finding 2

Finding number	
Photo reference	
Location	
Observed condition	
Risk level (Critical / Major / Minor)	
Applicable requirement	
Corrective action	
Action owner	
Target date	
Closure evidence required	
Status	

Finding 3

Finding number	
Photo reference	
Location	
Observed condition	
Risk level (Critical / Major / Minor)	
Applicable requirement	
Corrective action	
Action owner	
Target date	
Closure evidence required	
Status	

Sign-Off

Inspector name / signature		Date	
Reviewer name / signature		Date	

Documentation aid only — not legal advice. Adapt to site rules, manufacturer instructions, and local requirements. Turn photos into a finished report at <https://www.inspectionreport.app/new-report>