Equipment Inspection Report Template | Fields, Findings, Actions

Site / Project		**Address**	
Inspector name		**Company**	
Date		**Time**	

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Jurisdiction: US / Global. Designed for OSHA/NFPA-style inspection workflows and adaptable to local competent-person requirements.

Inspection checklist

Header and scope fields

Site, project, or property name

Inspection date, time, and location

Inspector name, company, and role

Equipment Inspection Report Template | Fields, Findings, Actions scope and exclusions

Inspection details

☐ Equipment inspection report template | fields, findings, actions item, system, or process identification	☐ Pass	☐ Fail	☐ N/A	Notes:	
☐ Condition observed at the time of inspection	☐ Pass	☐ Fail	☐ N/A	Notes:	
☐ Applicable standard, code, or internal requirement	☐ Pass	☐ Fail	☐ N/A	Notes:	
☐ Pass, fail, not applicable, or review required status	☐ Pass	☐ Fail	☐ N/A	Notes:	

Evidence and findings

Photo reference or attachment number	Pass	Fail	N/A	Notes:
Finding description with location and severity	Pass	Fail	N/A	Notes:
Immediate risk or operational consequence	Pass	Fail	N/A	Notes:
Corrective action required and responsible owner	Pass	Fail	N/A	Notes:

Review and closeout

Target completion or reinspect date	Pass	Fail	N/A	Notes:
Qualified reviewer notes where required	Pass	Fail	N/A	Notes:
Final status after correction or escalation	Pass	Fail	N/A	Notes:
Inspector signature and approval date	Pass	Fail	N/A	Notes:

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____ **Name** _____

Date _____

References consulted

OSHA Recommended Practices for Safety and Health Programs

ISO 45001:2018 Occupational health and safety management systems (2018)

HSE Managing for health and safety (HSG65)

Verify the current edition and local adoption before use.