Photo Evidence to Inspection Report Workflow Checklist

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: Global. Global workflow checklist for converting inspection photos and field notes into a reviewed report. It is not a jurisdiction-specific inspection standard, and AI-drafted content requires human verification.

Inspection checklist

Project and inspection scope

Project / site name

Client and inspector

Inspection date and weather

Areas and systems included

Known exclusions and inaccessible areas

Photo evidence capture

- ☐ Assign a unique number to every retained photo — ☐ Pass ☐ Fail ☐ N/A Notes:
- ☐ Record the location and asset shown in each photo — ☐ Pass ☐ Fail ☐ N/A Notes:
- ☐ Capture context and detail views for significant conditions — ☐ Pass ☐ Fail ☐ N/A Notes:
- ☐ Confirm the image is sharp, correctly oriented, and adequately lit — ☐ Pass ☐ Fail ☐ N/A Notes:

- [ ] Remove accidental duplicates and images containing unnecessary personal information — ☐ Pass ☐ Fail ☐ N/A Notes: ______

Finding preparation

- [ ] Describe only conditions observable in the image or field notes — ☐ Pass ☐ Fail ☐ N/A Notes: ______
- [ ] Separate confirmed observations from suspected causes — ☐ Pass ☐ Fail ☐ N/A Notes: ______
- [ ] Link each finding to its supporting photo numbers — ☐ Pass ☐ Fail ☐ N/A Notes: ______
- [ ] Assign severity using documented project criteria and professional judgment — ☐ Pass ☐ Fail ☐ N/A Notes: ______
- [ ] Record recommended action, responsible party, and target date — ☐ Pass ☐ Fail ☐ N/A Notes: ______

Human review and issue

- [ ] Verify every drafted statement against field evidence — ☐ Pass ☐ Fail ☐ N/A Notes: ______
- [ ] Record limitations and items requiring specialist review — ☐ Pass ☐ Fail ☐ N/A Notes: ______
- [ ] Check captions, locations, measurements, and severity ratings — ☐ Pass ☐ Fail ☐ N/A Notes: ______
- [ ] Record reviewer, version, approval status, and issue date — ☐ Pass ☐ Fail ☐ N/A Notes: ______
- [ ] Confirm the distribution list and remove sensitive information before issue — ☐ Pass ☐ Fail ☐ N/A Notes: ______

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				

#	Item	Location	Severity	Action required
6				
7				
8				

Signature

Inspector signature ______________________ **Name** ______________________

Date ______________________

References consulted

InterNACHI – Technology in Home Inspection

ASHI – Resources for Home Inspectors

NIST – AI Risk Management Framework

Verify the current edition and local adoption before use.