

How to Write an Inspection Report Template

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. General inspection documentation aid. Adapt to site rules, manufacturer instructions, and local legal requirements.

Inspection checklist

Header and scope fields

Site, project, or property name

Inspection date, time, and location

Inspector name, company, and role

How to Write an Inspection Report Template scope and exclusions

Inspection details

☐ How to write an inspection report template 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.