

Site inspection checklist: notes, photos and follow-up actions

Complete in pen or copy the editable text from the online guide. Use extra sheets for additional entries.

Walk details

Project, purpose, date, recorder, area and record version.

Observation identity

Unique item ID, observation time and precise location.

Check or question

The inspection-plan item or specific question being examined.

Reference

Drawing/document number, revision and applicable page or detail.

Observed condition

A factual description of what was visible or measured.

Evidence

Photo IDs, useful captions and the checked voice transcript.

Record status

Recorded, needs review or not checked; explain any missing access or evidence.

Follow-up

Agreed action, responsible person, due time and evidence needed to close it.

This is a recording checklist, not a safety inspection, certification, acceptance standard or replacement for a project inspection and test plan.

Example and review checks

Fictional record. It illustrates evidence capture and a request for clarification, not a finding of noncompliance.

Filled example: an equipment tag that needs clarification

Project: Harbour Pump Station (fictional)
Observation: FN-014 | 17 September 2026, 10:15
Location: North plantroom, cabinet beside door N-02
Check: confirm the equipment identity for the handover register.
Reference: equipment layout E-204, revision C, detail 2.
Observed condition: the visible cabinet label reads CP-03; the referenced layout identifies the cabinet at that location as CP-02.
Evidence: P-01 shows the cabinet beside door N-02; P-02 shows the label.
Record status: needs review. The equipment schedule has not yet been checked.
Follow-up: project engineer to check the current equipment schedule and advise the correct tag before the register is updated. Owner and response time to be confirmed.
Close-out: record the response reference and reviewer; retain the original observation.

Before you issue

- ☐ Could a colleague locate the item from the written description and context photo?
- ☐ Do photos and notes belong to the correct observation, date and location?
- ☐ Have drawing revisions and any dictated equipment tags been checked?
- ☐ Are areas that were not inspected explicitly listed?
- ☐ Does each open action have a confirmed owner, or say that assignment is pending?
- ☐ Is closure supported by a response or recheck, rather than a changed status alone?

Scope and limits

This is a recording checklist, not a safety inspection, certification, acceptance standard or replacement for a project inspection and test plan.

Images and AI suggestions cannot confirm hidden work or infer measurements, tolerances or compliance that the evidence does not establish.

Start a field note

Use the Field Note Analyzer to keep each site observation, photos and voice notes together. Check proposed actions before issuing a report. Sign in for reviewed PDFs; drawing files remain supporting references.

Workflow references (click to open)

Autodesk: [Create Issues](#)

Procore: [Create Note Entries](#)