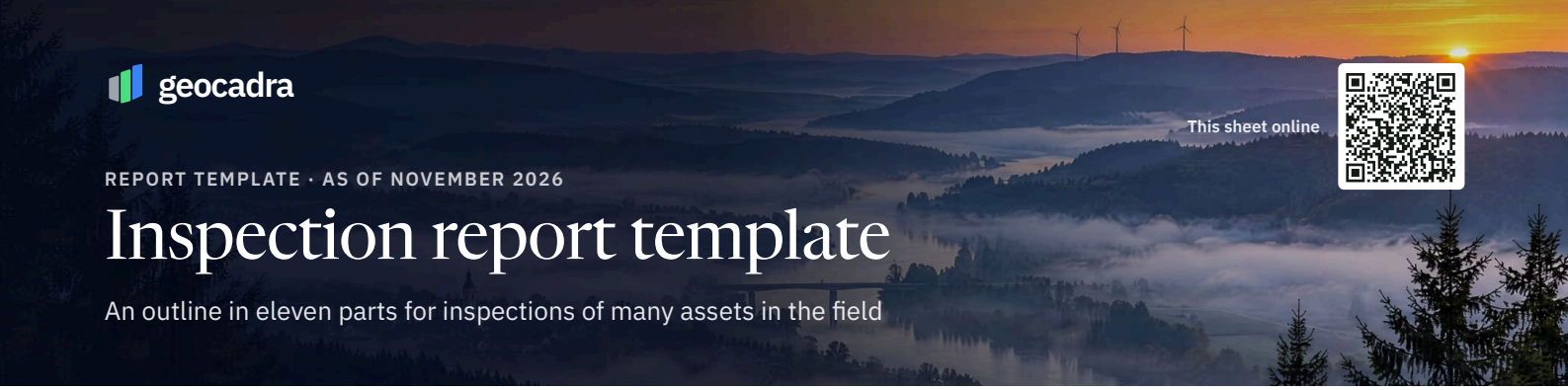

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This sheet online

REPORT TEMPLATE · AS OF NOVEMBER 2026

Inspection report template

An outline in eleven parts for inspections of many assets in the field

The line under each heading says what belongs in the part. A short report merges parts; none should go missing without a reason.

1 Issuer and client

The inspecting company or department, and the client the report is written for.

Issued by

Client

2 Report number and date of issue

So the report can be cited, and so a corrected version can name the one it replaces.

Report number

Date of issue

Replaces report number

3 Dates of inspection

Not the date of writing. For a round over several days: the period, with the date per item in the results.

Inspected from

to

4 Items inspected

The items, identified so they can be found again: an asset number and a location for each.

Item no.	Asset number	Asset	Location

5 Basis of inspection

The standard, the client's specification or your own method, with its edition, and a statement of conformity where one applies.

Standard, specification or method

Edition

Statement of conformity, where one applies

6 Scope and limits

What was not inspected and why, the conditions on the day, and the methods used.

7 Summary

Counts and a few sentences: how many items, how many with findings, what needs action first.

Items inspected

Items with findings

Items needing action

8 Results

What was found, per item: condition, defects and measurements, with the previous result beside it.

Item no.	Condition	Defects and measurements	Previous result

9 Actions

Each finding that needs one, with its urgency, and the date the next inspection is due.

No.	Item no.	Finding	Action	Urgency	Next inspection due

10 Map and photo appendix

Where the items are, and the photos of each finding, numbered as in the results.

Map attached (pages) _____

Photos attached (numbers from … to …) _____

11 Signature and approval

The inspector's name, and the person who authorises the report.

Inspector (name, position) _____ Signature _____ Date _____

Authorised by (name, position) _____ Signature _____ Date _____

What the outline rests on

ISO/IEC 17020:2012, clause 7.4.2	What the standard requires in the report of an inspection body. Parts 1 to 5, 8 and 11 of this outline cover its items.
ISO/IEC 17020:2026, clause 7.6.2	The third edition, published in March 2026. It moves the list and adds to it. Read it if you work under accreditation.

Parts 1 to 5, 8 and 11 cover the items of clause 7.4.2 of ISO/IEC 17020:2012. The third edition, ISO/IEC 17020:2026, moves the list to clause 7.6.2 and adds to it: read the current text if you work under accreditation. The standard serves here as a reference for contents only. Using this outline does not make a document an accredited inspection report.

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In Geocadra the tables, counts, map and photo appendix of this report are filled from the inspection records:

www.geocadra.com/en/templates/inspection-report