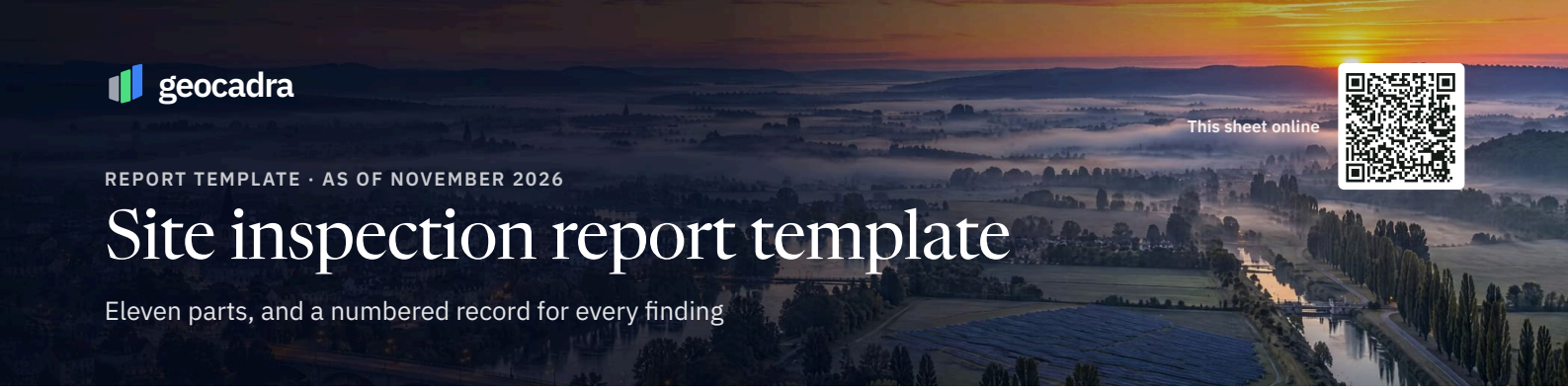

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This sheet online

REPORT TEMPLATE · AS OF NOVEMBER 2026

Site inspection report template

Eleven parts, and a numbered record for every finding

Number every finding and use the same number on the plan, in the table and on the photos. The line under each heading says what belongs in the part. A short visit merges parts; none should be missing without a reason. What to record for a finding is on the last page.

1 Title block

Project, site address, report number, date of issue, who wrote it and for whom.

Project

Site address

Report number

Date of issue

Written by

Written for

2 The visit

Date, start and end time, weather, who attended, and the phase the works were in.

Date

Start and end time

Weather

Phase of the works

Attended by

3 Scope

Which areas were walked and what was looked at. Just as important: what could not be reached.

4 Reference documents

What the site was checked against: the drawing revisions, the specification, the last report.

Document	Revision or date

5 Summary

Three or four sentences the client reads first: the overall picture, and what needs a decision.

6 Site plan

A map or drawing with every finding numbered on it. A reader should be able to walk to finding 12.

Plan attached (number, revision)

7 Findings

One entry per finding, numbered as on the plan: where, what, how serious, with its photos.

No.	Place	Element	What you saw: type and size	Grade	New, unchanged or worse	Photo no.

8 Actions

For each finding that needs one: the action, one named owner and a due date.

Finding no.	Action	Owner	Due

9 Open points from the last visit

What has been closed since, what is still open, and what got worse.

Finding no.	Closed, open or worse	Note

10 Photo appendix

The photos in the order of the findings, each captioned with its finding number.

Photos attached (numbers from ... to ...)

11 Sign-off and distribution

The author's name and signature, and who receives the report.

Author

Signature

Date

Distribution

What to record for each finding

Most of a report's value is in this list. Record every finding the same way.

A number
The same number in the list, on the plan and on the photos.

The place
A point on the map, plus words a person can follow: ‘front facade, above ground-floor window 2, left of the entrance’.

The element
What the finding is on: a lintel, a kerb, a manhole cover, a fence panel.

What you saw
The type of defect, and a measurement where one is possible. A crack has a width, a length and a direction.

How serious, and whether it is new
A grade the client understands (for example minor, moderate, severe), used the same way through the report, and whether the finding is new, unchanged or worse since the last visit.

Photos
One overview that shows where it is, and one close-up with a scale in the frame.

What the outline rests on

US EPA, Site Inspection Report Template for the 2022 Construction General Permit	A published template for stormwater inspections on construction sites. It asks for the inspector, the date, start and end time, the weather and the phase of construction.
Work at Height Regulations 2005, Schedule 7	Great Britain. The particulars a report of inspection has to include under those regulations.
RICS, Party wall legislation and procedure, 7th edition (2019, reissued 2023)	England and Wales. Recommends recording the condition of the neighbouring property before works start, with the location and width of cracks.

There is no general standard for a site inspection report. The outline follows what published templates and guidance have in common, among them the US EPA's inspection report template for construction sites.

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In Geocadra each finding is a point on the map over the client's drawing, and the plan, the findings table and the photo appendix of the report come from those records:

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