ACTIVEMAP / FILLED EXAMPLE

Work Completion & Acceptance Report

Illustrative demonstration data. This sample is not an actual job record or an export from the app.

Report / work order	WA-019 / Demo finishing job WO-512
Customer site / work area	Demo building W-02 / Room 12
Contractor / review date	Demo contractor B / 19 Oct 2026
Agreed scope reference	Demo scope SC-12 / Wall finish and skirting

01 / WORK RECORD

Completed item / quantity	Review result	Observation / evidence
Wall finish / 12 m2	Reviewed	Condition recorded / P01
Skirting / 8 m	Rework needed	Unfinished joint / P02
Work area cleanup	Reviewed	Condition recorded / P03
Acceptance decision	Pending recheck	Final acceptance not recorded

02 / EVIDENCE AND FOLLOW-UP

Outstanding item	Finish the skirting joint in Room 12 before the next review.
Rework owner / deadline	Demo contractor B / 20 Oct 2026
Recheck / decision	Pending / Keep acceptance review open until responsible decision.
Photo references	P01 completed finish; P02 open item; P03 context. Demo references.

03 / SIGN-OFF

Contractor / prepared by	Customer representative / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record completed work and outstanding items separately. Enter the reviewer's acceptance decision explicitly after the checks required by your process.

Photo references are illustrative. Signature fields are intentionally unsigned.

ACTIVEMAP / BLANK TEMPLATE

Work Completion & Acceptance Report

A reusable reporting form. Adapt the checks and review process to your organisation.

Report / work order	
Customer site / work area	
Contractor / review date	
Agreed scope reference	

01 / WORK RECORD

Completed item / quantity	Review result	Observation / evidence
Completed item / quantity		
Completed item / quantity		
Acceptance check		
Acceptance decision		

02 / EVIDENCE AND FOLLOW-UP

Outstanding item	
Rework owner / deadline	
Recheck / decision	
Photo references	

03 / SIGN-OFF

Contractor / prepared by	Customer representative / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record completed work and outstanding items separately. Enter the reviewer's acceptance decision explicitly after the checks required by your process.