

Field Inspection Report

Example of a configurable reporting form. This is illustrative content, not an export of an actual job.

Reference	IN-001
Location / asset	Demo service facility / ground floor
Prepared by	Field inspector A
Date / recorded time	05 Oct 2026 / 10:00-11:00
Current status	Inspection complete; corrective work required

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Access route	Route unobstructed	Pass
Lighting	One light not operating	Action needed
Water point	No visible leakage	Pass

02 EVIDENCE AND FOLLOW-UP

Scope	Visual condition check of the listed areas
Finding	Light L-03 not operating in service corridor
Photo references	P01: access; P02: light L-03; P03: water point
Corrective action	Assign repair of L-03 to maintenance crew
Review date	Check corrective work on 06 Oct 2026.

03 SIGN-OFF FIELDS

Prepared by / signature	Reviewed by / signature
Demo crew / inspector: _____	Demo supervisor: _____
Date: _____	Date: _____

Signature fields are shown for illustration. Configure your form in ActiveMap to create, edit and sign documents in the mobile app.

Non-Conformance Report

Example of a configurable reporting form. This is illustrative content, not an export of an actual job.

Reference	NC-002
Location / asset	Demo service facility / storage aisle A
Prepared by	Field inspector A
Date / recorded time	05 Oct 2026 / 11:15
Current status	Action assigned; verification pending

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Observed issue	Stored items obstruct access	Open
Required condition	Access route kept clear	Internal rule
Corrective action	Remove items; recheck route	Assigned

02 EVIDENCE AND FOLLOW-UP

Evidence	Photo P04 and inspection note IN-001
Cause	Awaiting review by the responsible supervisor
Responsible person	Site operations supervisor
Target date	06 Oct 2026
Verification	Record the recheck result and reviewer signature before closure.

03 SIGN-OFF FIELDS

Prepared by / signature	Reviewed by / signature
Demo crew / inspector: _____	Demo supervisor: _____
Date: _____	Date: _____

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Punch List and Defect Closeout Report

Example of a configurable reporting form. This is illustrative content, not an export of an actual job.

Reference	PL-003
Location / asset	Demo service facility / maintenance review
Prepared by	Inspection lead B
Date / recorded time	05 Oct 2026 / 14:00
Current status	1 verified; 1 ready for review; 1 open

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Light L-03 / electrical team	Replacement completed	Ready for review
Loose handle / repair crew	Fixed; checked 05 Oct	Verified
Access route / site team	Stored items remain	Open

02 EVIDENCE AND FOLLOW-UP

Priority	Access route: high; lighting: medium; handle: low
Photo references	P05: lamp; P06: handle; P07: access route
Target date	Remaining actions due 06 Oct 2026
Verification notes	Handle function checked; remaining items need reinspection
Closeout	Record each correction and review before final sign-off.

03 SIGN-OFF FIELDS

Prepared by / signature	Reviewed by / signature
Demo crew / inspector: _____	Demo supervisor: _____
Date: _____	Date: _____

Signature fields are shown for illustration. Configure your form in ActiveMap to create, edit and sign documents in the mobile app.