ACTIVEMAP / FILLED EXAMPLE

Technical Supervision & Contractor Inspection Report

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

Inspection / project site	TS-019 / Demo facility D-01
Contractor / work package	Demo contractor A / Equipment labelling WP-04
Inspector / visit date	Demo supervisor A / 19 Oct 2026
Requirement / checklist	Demo specification S-02 rev A / TS-03

01 / WORK RECORD

Requirement / check	Recorded finding	Evidence / follow-up
Tag ID against equipment list	Deviation noted	Tag differs from listed ID / P01
Visible mounting condition	Observation recorded	Inspection note / P02
Document reference check	Revision recorded	S-02 rev A noted in inspection
Correction of tag reference	Open	Contractor correction and recheck due

02 / EVIDENCE AND FOLLOW-UP

Technical remark	Finding TS-019-01: equipment tag does not match the referenced list.
Correction / responsible team	Correct the tag reference under project procedure / Demo contractor A
Deadline / photo references	20 Oct 2026 / P01 finding; P02 context. Demo references only.
Recheck / remark status	Not yet rechecked / Open; correction not approved.

03 / SIGN-OFF

Technical supervisor / prepared by	Client reviewer / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record the requirement reference and observed deviation. Keep contractor corrections and recheck results linked to the original finding for responsible review.

Photo references are illustrative. Signature fields are intentionally unsigned.

ACTIVEMAP / BLANK TEMPLATE

Technical Supervision & Contractor Inspection Report

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

Inspection / project site	
Contractor / work package	
Inspector / visit date	
Requirement / checklist	

01 / WORK RECORD

Requirement / check	Recorded finding	Evidence / follow-up
Requirement / check		
Requirement / check		
Document reference check		
Corrective task		

02 / EVIDENCE AND FOLLOW-UP

Technical remark	
Correction / responsible team	
Deadline / photo references	
Recheck / remark status	

03 / SIGN-OFF

Technical supervisor / prepared by	Client reviewer / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record the requirement reference and observed deviation. Keep contractor corrections and recheck results linked to the original finding for responsible review.