

# Field Work Observation Documentation Sheet

**Observer Name**

**Date**

**Location**

**Time**

**Activity / Event**

**Weather / Environment**

## Objective of Observation

## Key Observations

## Findings & Opportunities

## Challenges / Issues Noted

## Recommendations

## Additional Remarks

## Important Notes for Field Work Observation Documentation:

- Be objective, factual, and concise in your observations.
- Record observations as soon as possible to maintain accuracy.
- Include contextual factors (time, weather, environment) that may influence findings.

- Note both positive findings and observed challenges for a complete record.
- Maintain confidentiality and respect privacy when documenting sensitive information.