

Site Visit Documentation

Introduction

This document records and summarizes the findings, observations, and key points identified during the site visit conducted on [Date] at [Location]. The site visit was performed by the project team to assess current site conditions, gather information from stakeholders, and confirm relevant details necessary for project planning and implementation.

Objectives

The primary objectives of this site visit were:

- To verify and document the existing site conditions against available drawings and previous reports.
- To identify any constraints, risks, or special considerations that may affect project execution.
- To engage with on-site personnel and clarify project requirements where necessary.
- To capture photographic evidence and other relevant data for project reference.

Important Notes

- Ensure all observations are factual and avoid assumptions in the documentation.
- Include photos, sketches, or maps where necessary to support written notes.
- Share the document with all relevant stakeholders promptly after the visit.
- Regularly review and update documentation to reflect new findings or revisions.
- Keep records organized for future reference and project audits.