

# 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.