

Detailed Observations Template

General Information

Observer Name

Observation Date

Location

Subject/Area Observed

Observation Details

#	Description	Evidence	Impact/Severity	Recommendations
1	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>

Additional Comments

Add any further observations, notes, or context here

Sign-Off

Reviewed By

Date

Important Notes

- Ensure observations are factual, objective, and supported with evidence.
- Clearly indicate the impact or severity to prioritize follow-up actions.
- Use concise and specific language to reduce ambiguity.
- Any recommendations should be actionable and relevant.
- Review the report for completeness and accuracy before finalizing.