

Detailed Observations Template

General Information

Observer Name

Observation Date

Location

Subject/Area Observed

Observation Details

#	Description	Evidence	Impact/Severity	Recommendations
1	<div>Describe what was observed</div>	<div>List any evidence or supporting information</div>	<div>Select</div>	<div>Suggestions or corrective actions</div>
2	<div></div>	<div></div>	<div>Select</div>	<div></div>
3	<div></div>	<div></div>	<div>Select</div>	<div></div>

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.