

Appendices & Supporting Documents

Inspection Report for Compliance

Appendix A: List of Inspected Items

Item No.	Description	Status	Remarks
1	Fire Extinguisher	Compliant	Inspection tag updated
2	Emergency Exit	Non-compliant	Exit light not working
3	First Aid Kit	Compliant	Contents complete

Appendix B: Photographic Evidence

1. Photo 1: Fire extinguisher tag (See file: *photo01.jpg*)
2. Photo 2: Faulty emergency exit light (See file: *photo02.jpg*)
3. Photo 3: First aid kit contents (See file: *photo03.jpg*)

Appendix C: Supporting Documents

- Inspection Checklist (attached as *checklist.pdf*)
- Maintenance Logbook (attached as *logbook.pdf*)
- Previous Inspection Report (attached as *inspection2023.pdf*)

Appendix D: Correspondence and Communication

- Email communication with building management (see *emails.pdf*)
- Meeting notes with compliance team (see *minutes.pdf*)

Important Notes

- All appendices should be labeled clearly and referenced in the main report body.
- Supporting documents must be attached or made accessible for verification.
- Ensure evidence (photos, documents) is dated and authenticated where possible.
- Maintain confidentiality and handle sensitive information appropriately.